

ORGANIZATIONAL MANUAL



“THE NAVY’S GREATEST MASTER JET AIR STATION”

NASLEMINST 5451.2M



DEPARTMENT OF THE NAVY

COMMANDING OFFICER
NAVAL AIR STATION
700 AVENGER AVENUE
LEMOORE, CALIFORNIA 93246-5001

NASLEMINST 5451.2M
10

28 FEB 1997

NAS LEMOORE INSTRUCTION 5451.2M

From: Commanding Officer, Naval Air Station, Lemoore

Subj: ORGANIZATIONAL MANUAL, NAVAL AIR STATION, LEMOORE

Encl: (1) Organization Manual

1. Purpose. To issue Naval Air Station Lemoore's Organization Manual.

2. Cancellation. NASLEMINST 5451.2L

3. Information. This manual portrays the organizational structure of NAS Lemoore together with functional statements describing the responsibilities assigned to each organizational component through the branch level.

4. Action. Department heads and special assistants shall ensure the accuracy and currency of this at all times. Necessary changes will be submitted with justification to the Commanding Officer.

5. Maintenance of Instruction. The Administrative Officer.


L. D. CHILDRESS

Distribution: (1 copy each except as noted)

COMNAVAIRPAC (Code 50(2))

COMNAVBASE San Diego

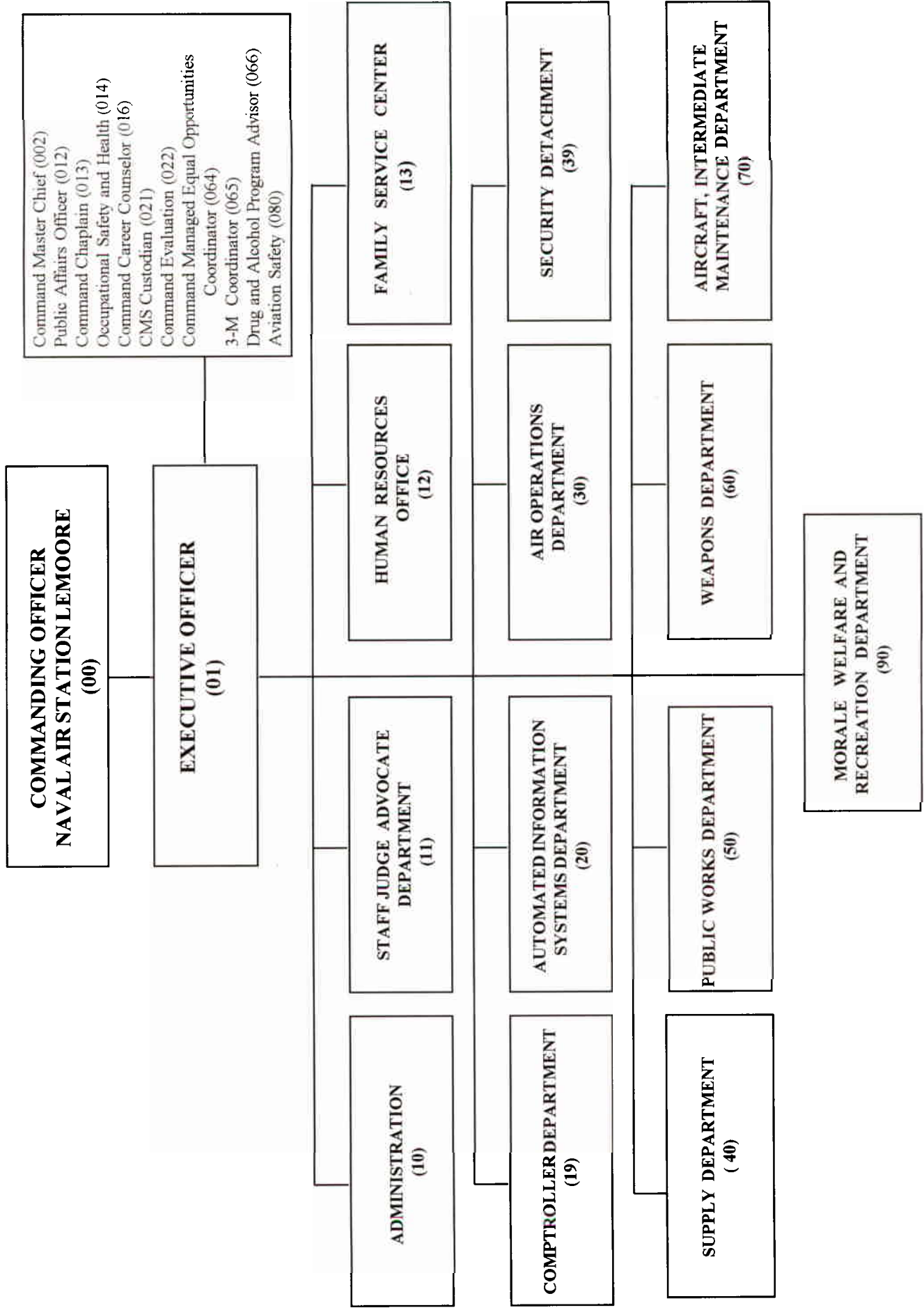
NAS Lemoore (Codes 00, 01, 002, 012, 013,
014, 015, 016, 019, 021, 022, 064, 066, 080, 10,
11, 12(5), 13, 20, 30(10), 39(2), 40(10), 50(15),
60(5), 70(20) and 90(6))

28 FEB 1997

TABLE OF CONTENTS

Commanding Officer/Executive Officer	I-1
Special Assistants	II-1
Administration Department	III-1
Judge Advocate Office	IV-1
Human Resources Office	V-1
Family Services Center	VI-1
Comptroller Department	VII-1
Automated Information Systems Department	VIII-1
Air Operations Department	IX-1
Security Detachment	X-1
Supply Department	XI-1
Public Works Department	XII-1
Weapons Department	XIII-1
Aircraft Intermediate Maintenance Department	XIV-1
Morale, Welfare, and Recreation Department	XV-1

COMMANDING
OFFICER



28 FEB 1997

Commanding Officer (Code 00). Conducts affairs per Navy Regulations; ensures most efficient and cost effective use of facilities and resources; responsible for mission accomplishment; directs operations of the activity; responsible for controlling directives concerning policies, procedures, workload, funding, organization, staffing and facilities; and ensures that productive output of the activity is both timely and of appropriate quantity and quality.

Executive Officer (Code 01). Assists activity head in performance of duties; exercises supervision over all activity functions; ensures conformance to established policies; recommends new policies or changes to current policies; relieves the commanding officer of routine matters. Acts in the commanding Officers stead when the commanding officer is physically not available to carry out the day-to-day operations of the activity, or as specified in memorandum of appointment by the commanding officer.

SPECIAL ASSISTANTS

Commanding Officer
Naval Air Station
(00)

Executive Officer
(01)

Command Master Chief
(002)

Command Chaplain
(013)

Command Career Counselor
(016)

Command Evaluation
(022)

3-M Coordinator
(065)

Public Affairs
(012)

Occupational Safety and
Health
(014)

CMS Custodian
(021)

Equal Opportunity
Program Specialist
(064)

Drug and Alcohol
Program Advisor
(066)

Aviation Safety
(080)

28 FEB 1997

SPECIAL ASSISTANTS

1. Command Master Chief (Code 002). Assists and advises the Commanding Officer/Executive Officer in matters relating to the welfare and morale of enlisted personnel; sits on various councils and advisory boards as required to maintain a channel of communication between the enlisted community and command.
2. Public Affairs Office (Code 012). Directs a program of internal, community and media relations designed to keep the military and civilian communities informed of new activities of the Navy and NAS Lemoore, and to maintain a favorable image of the Navy in the civilian community. Edits Station newspaper.
3. Command Chaplains Office (Code 013). Provides professional guidance and promotes spiritual, religious, moral corporate and personal well-being of military members, their family members and other authorized persons by providing the ministries appropriate to their rights and needs. The Command Religious Program facilitates the free exercise of religion.
4. Occupational Safety and Health (Code 014). Plans, directs and administers the Command Occupational Safety and Health Program which includes: Occupational Safety and Health (OSH) inspections and deficiency abatement; mishap investigation, reporting and recordkeeping; employee hazard reports; analysis of program effectiveness, OSH reviews; training, promotion and education; personal protective equipment; hazardous material control and management; occupational health; gas free engineering/confine space entry; asbestos control; respiratory protection; radiation safety; explosive safety; recreation and home safety; motor vehicle safety; and other program elements mandated by Federal, DOD, and DON regulations.
5. Command Career Counselor (Code 016). Organizes and manages an effective Retention Program, utilizing the "Career Information Program Management" concept. Monitors the degree of involvement, motivation and attitudes of members of the Retention Team and takes appropriate action as necessary to ensure command retention goals are obtained. Schedules meetings (at least monthly) of the Command Retention Team, ensuring Retention Team members are properly trained. Provides Career Information and Training Course (CITC) for NAS Lemoore and tenant commands, ensuring Commanding Officer policies relating to retention efforts are maintained.

28 FEB 1997

6. CMS Custodian (Code 021). Manages the command's STU-III and Communications Security (COMSEC) material. Advises the command concerning the physical security and handling of COMSEC material, including records and reports. Acquires, monitors and maintains the command's authorized holdings of COMSEC material. Issues material, conducts inventories, and disposes of material as authorized. Reports COMSEC incidents and practices dangerous to security. Conducts training for alternate custodians, local holder custodians and responsible users.

7. Command Evaluation (Code 022). Conducts reviews of appropriated and non-appropriated areas to evaluate existing financial and operational systems, compliance with regulations, laws and controls to identify areas that need management attention. Provides reports to the Commanding Officer and responsible officials with findings and recommendations for improvement to conditions that impact mission accomplishment, command integrity or economical use of command resources. Coordinates visits of external audit organizations such as Naval Audit Service, General Accounting Office and DOD Inspector General. Coordinates Fraud, Waste and Abuse Program. Coordinates the NAS Lemoore Management Control Program.

8. Equal Opportunity Program Specialist (EOPS) (Code 064). Advises the Commanding Officer on Equal Opportunity (EO) matters. Conducts formal Command Training Team (CTT) and Command Assessment Team (CAT) indoctrination courses as well as various seminars and workshops. Revises pertinent EO instructions, collects data, monitors EO Program effectiveness, and assists in performing inspections. Investigates, monitors, and maintains files on all alleged sexual harassment and discrimination complaints.

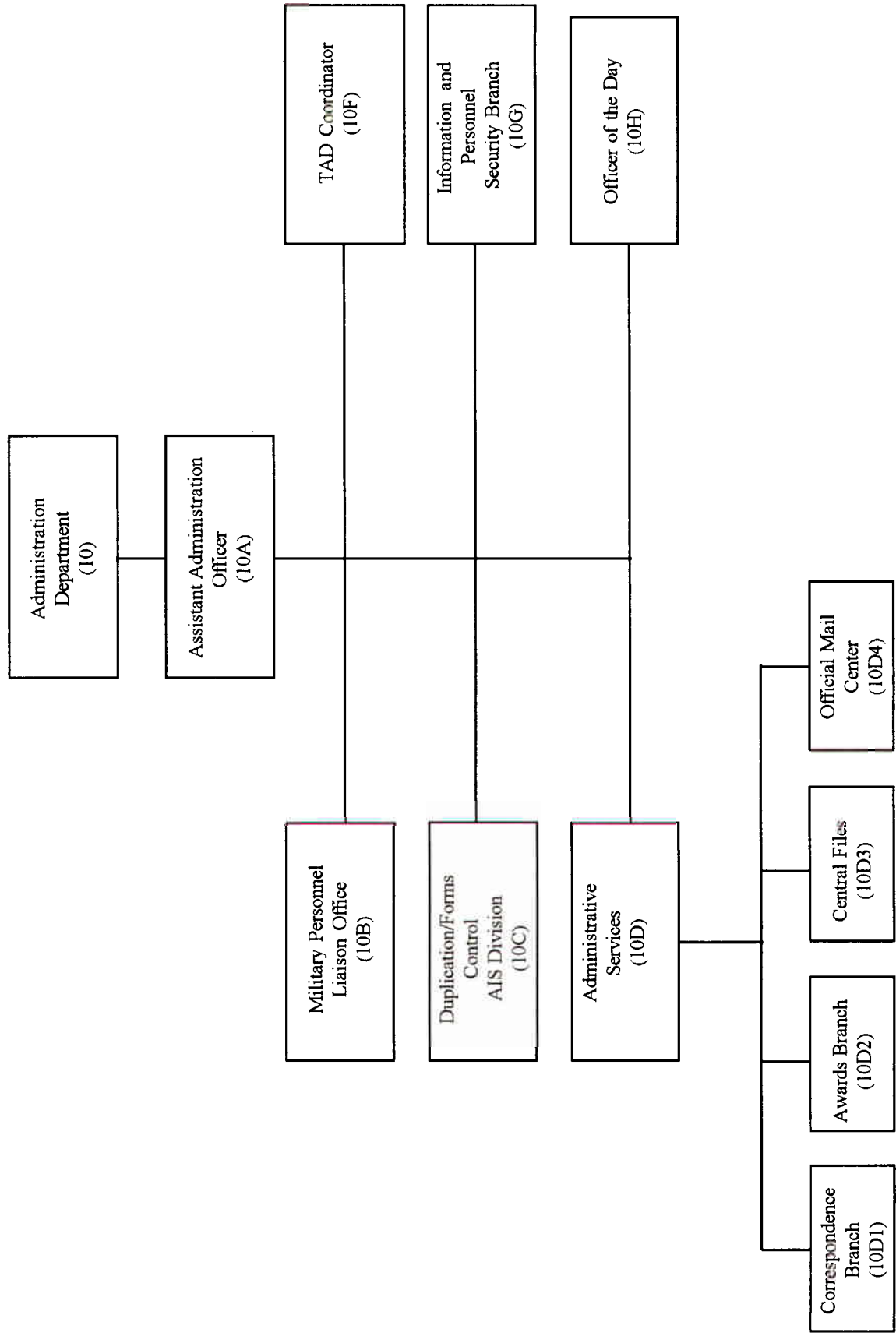
9. 3-M Systems Coordinator (Code 065). Functional manager of the 3-M System, responsible to the Executive Officer for the coordination and direct supervision of all administrative facets of the 3-M Systems Program. Advises and assists department heads, division officers, departmental 3-M assistants, and work center supervisors in matters concerning 3-M.

10. Drug and Alcohol Program Advisor (DAPA) (Code 066). Serves as advisor to Commanding Officer/Executive Officer on the nature and context of drug and alcohol use and abuse within the Navy; provides assistance in developing and implementing management action necessary to comply with directives and to effectively cope with the program; also serves as a coordinator concerning drug and alcohol education, rehabilitation, identification and prevention, counseling and referral.

28 FEB 1997

11. Aviation Safety (Code 080). Serves as principal advisor to the Commanding Officer on all aviation safety matters. Assists the Commanding Officer in the establishment and management of a Command Aviation Safety Program. Maintains aviation safety records and mishap statistics and coordinates safety matters among NAS Lemoore staff.

**ADMINISTRATION
DEPARTMENT**



28 FEB 1997

1. Administration Department (Code 10). Provides general administrative services and oversight control of administrative functions for the command; operates the centralized portion of the activity mail, files, correspondence, directives, forms control, reprographics program, and exercises technical coordination of such systems and services throughout the activity; administers military personnel support; safeguards centralized classified material. Oversees the preparation and liquidation of Station travel orders, maintaining master databases and coordinating annual travel budget submission for military and civilian travel. Manages the command's Information and Personnel Security Program. Functions as the Sub-Area Coordinator for the Casualty Assistance Calls (CACO) Program.
2. Assistant Administrative Officer (Code 10A). Provides direct assistance to the Administrative Officer with a variety of management services essential to the direction and operation of the Station. Functions as Assistant Security Manager. Coordinates and develops reoccurring reports, coordinates installation award nominations, and other award nominations finalized by the Administration Department. Develops and/or conducts an administrative training program for Station personnel. Oversees the development and execution of the department's operating budget and the Station's military training funds. Administers the department position management program; assures civilian position descriptions and performance standards are accurate and adequate; determines training requirements and evaluates effectiveness of training. Functions as the Command's Official Mail Manager. Acts as the Administrative Officer in his/her absence.
3. Military Personnel Liaison Office (Code 10B). Administers enlisted personnel program; processes enlisted personnel actions, records and reports; receives and transfers enlisted personnel for permanent and temporary duty; maintains personnel accounting systems; assigns enlisted personnel to duty with departments of the Station; answers correspondence concerning enlisted personnel. Maintains rosters, promotion actions and temporary travel orders; plans, coordinates and publishes Station military personnel policies, procedures and directives; coordinates preparation and submission of enlisted evaluations. Reviews and maintains military manning and management of military manpower of the Air Station. Acts as a liaison with appropriate authorities. Conducts organizational and/or manpower surveys and research projects. Functions as Assistant Casualty Calls Officer Coordinator, Assistant Enlisted Education Advancement Program

28 FEB 1997

Student Coordinator, and Special Programs Coordinator. Provides technical expertise and advice to Station, tenants, departments, and divisions on humanitarian reassignments, commissioning, casualty assistance, and assists in providing members technical advice on leave, advancement and other military programs.

4. Duplicating/Forms Control/Graphics Design/Automated Information Systems Division (Code 10C). Controls duplicating as required by directives. Responsible for designing forms; controls forms usage; provides technical liaison with Defense Publications and Printing Service in connection with printing and reprographics programs; administers Station printing and copier programs funds. Administers the departments ADP Security Program serving as the point of contact for all users of computer systems located in the assigned areas of responsibility.

5. Administrative Services Division (Code 10D). Receives, routes and processes incoming mail, and dispatches outgoing mail; maintains centralized portion of activity correspondence files and master directive files; develops and administers activity paperwork management techniques which include reports management, directives systems, correspondence management and records disposition; provides typing and clerical services; supervises the Correspondence, and Official Mail Center Branches.

a. Correspondence Branch (Code 10D). Routes and files correspondence; maintains report and correspondence follow-up to ensure prompt action; maintains central files; dispatches all outgoing correspondence; maintains reports control system and command and military personnel awards programs. Types and maintains correspondence, awards and directives for command signature; maintains centralized master directive files.

b. Official Mail Center Branch (Code 10D4). Provides U.S., accountable mail, and guardmail distribution and collection services for the Station and tenants; coordinates operations with the U.S. Postal Service; provides postal directory service for military personnel attached to or based at the Station.

6. Temporary Assigned Duty (TAD) Coordinator (Code 10F). Directly responsible for coordinating the annual budget submissions for military and civilian travel. Consolidates budget data for submission in the master station budget for upcoming fiscal year. Oversees the clerical and technical preparation and liquidation of all Station travel orders maintaining a master data base for periodic inspection.

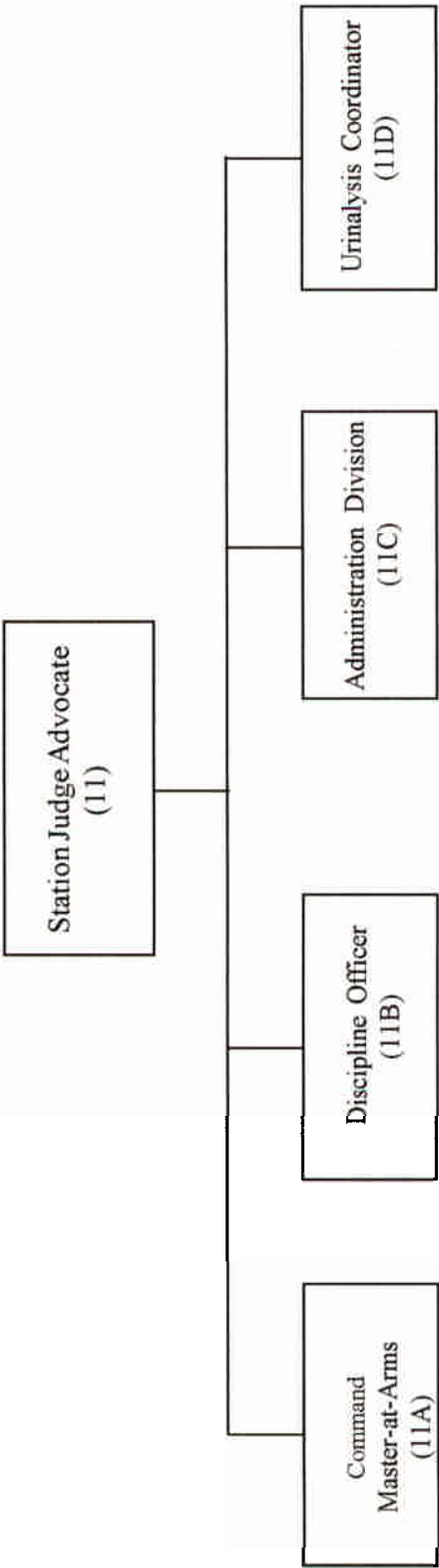
28 FEB 1997

7. Information and Personnel Security Branch (Code 10G).

Processes requests for military and civilian security clearances. Interfaces with medical, personnel and security personnel to obtain required local record checks. Processes required documentation. Conducts security briefings as required. Interfaces with departmental security assistants. Maintains classified material, processing required documentation.

8. Officer of the Day (OOD) (Code 10H). Serves as the information focal point for the command, dispatches duty vehicles as required and maintains required logs and records.

**STATION
JUDGE ADVOCATE
DEPARTMENT**



28 FEB 1997

1. Station Judge Advocate Department (Code 11). Advises command on all legal matters; supervises; coordinates; or monitors all legal/discipline matters of interest; acts as legal liaison with local civil officials; and conducts Judge Advocate General (JAG) investigations. Supervises Master at Arms and Urinalysis Coordinator.

2. Administrative Services (11). Responsible for correspondence management, reports and records control, letters of warning, barment letters, Administrative Processing, Housing Eviction Review Boards, FOIA/Privacy Act Requests, Congressionals, and coordinates the Community Service Program.

3. Discipline Officer. Drafts report chits, charge sheets, convening orders, convening authority action, SJA recommendations and other correspondence as needed. Act as recorder/legal representative in nonjudicial punishment procedures.

4. Command Chief Master at Arms Division. Provides bailiffs for courts martial and Commanding Officer's Non-Judicial Punishment. Provides transportation of personnel to and from confinement facilities. Musters and supervises restricted personnel. Musters, trains, and supervises Navy Honor Guard details. Operates temporary detention facility.

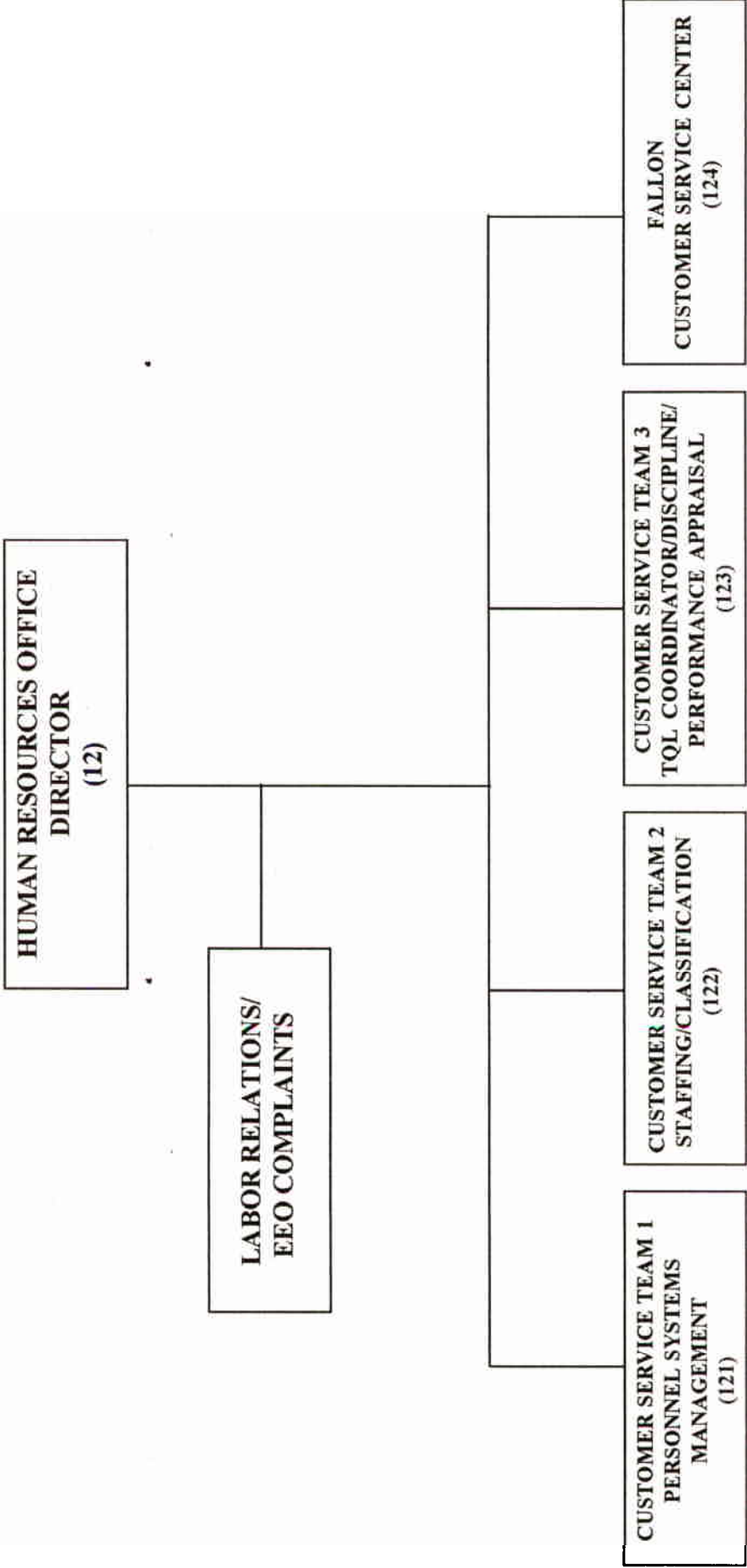
a. Detention Branch. Musters and supervises restricted personnel. Operates temporary detention facility.

b. Master at Arms Branch. Provides bailiffs for courts martial and Commanding Officer's Non-Judicial Punishment. Provides transportation of detainees/confiners.

c. Training Branch/Honor Detail. Provides training for Command Color Guard/Burial Detail. Schedules and coordinates Color Guard public appearances and Burial Detail funeral assignments.

5. Command Urinalysis Coordinator. Directly responsible for the detection and deterrence of illegal drug use and abuse, providing advice and assistance, answering questions and resolving internal/external problems. Performs specimen collections, prepares documentation and prepares for shipment. Maintains command records and receipts.

HUMAN RESOURCES OFFICE



28 FEB 1997

1. Human Resources Department (Code 12). Administers human resource management programs that furnish serviced organizations with a quality work force of maximum efficiency, productivity, and stability to perform their missions. Provides staff support and advice and assistance in personnel, compensation, equal employment opportunity, position management, mobilization, organizational development, labor/management relations, and information management. In addition to appropriated and nonappropriated employees of the Naval Air Station, provides personnel services to the Commander, Strike Fighter Wing, U.S. Pacific Fleet; Commander, Strategic Communications Wing One; Commanding Officers of Naval Air Station Fallon; Naval Strike and Air Warfare Center, Fallon; Strike Fighter Squadron (VFA) 125, Lemoore and Detachment Fallon; Air Test and Evaluation Squadron (VX) 9, China Lake; Strike Fighter Weapons School, Naval Air Reserve Center; Naval Hospital, Lemoore and Medical Branch in Fallon, Treasure Island, Alameda, and Concord; Officers-in-Charge, Fleet Aviation Specialized Operational Training Group, Pacific, Detachments Lemoore and Fallon; Naval Air Maintenance Training Detachment Lemoore; Personnel Support Detachments Lemoore, Fallon and Santa Clara; Naval Pacific Meteorology and Oceanography Detachments Lemoore and Fallon; Commander, Naval Military Entrance Processing Station, Sacramento; and Naval Computer and Telecommunications Detachment Lemoore.

2. Customer Service Teams (Codes 121, 122, 123). Provides the full range of managerial support, employee services and advisory functions to all serviced organizations and their employees. Each team is assigned a variety of program management responsibilities listed below and is responsible for developing program policy and procedures, providing technical and consultative advice to managers and employees, and program execution and evaluation. Programs include:

a. Equal Employment Opportunity (including complaint processing and counseling)

b. Affirmative Employment/Federal Equal Opportunity Recruitment Program (FEORP) (including community outreach, special emphasis programs, recruiting programs such as student employment and Upward Mobility)

c. Management Representative in third party proceedings (e.g., Merit Systems Protection Board (MSPB) and Equal Employment Opportunity Commission (EEOC))

28 FEB 1997

d. Labor Relations (including partnership agreements, negotiation and consultation with labor organizations and representation to the Federal Labor Relations Authority (FLRA), Federal Service Impasse Panel (FSIP) and Federal Mediation and Conciliation Service (FMCS)

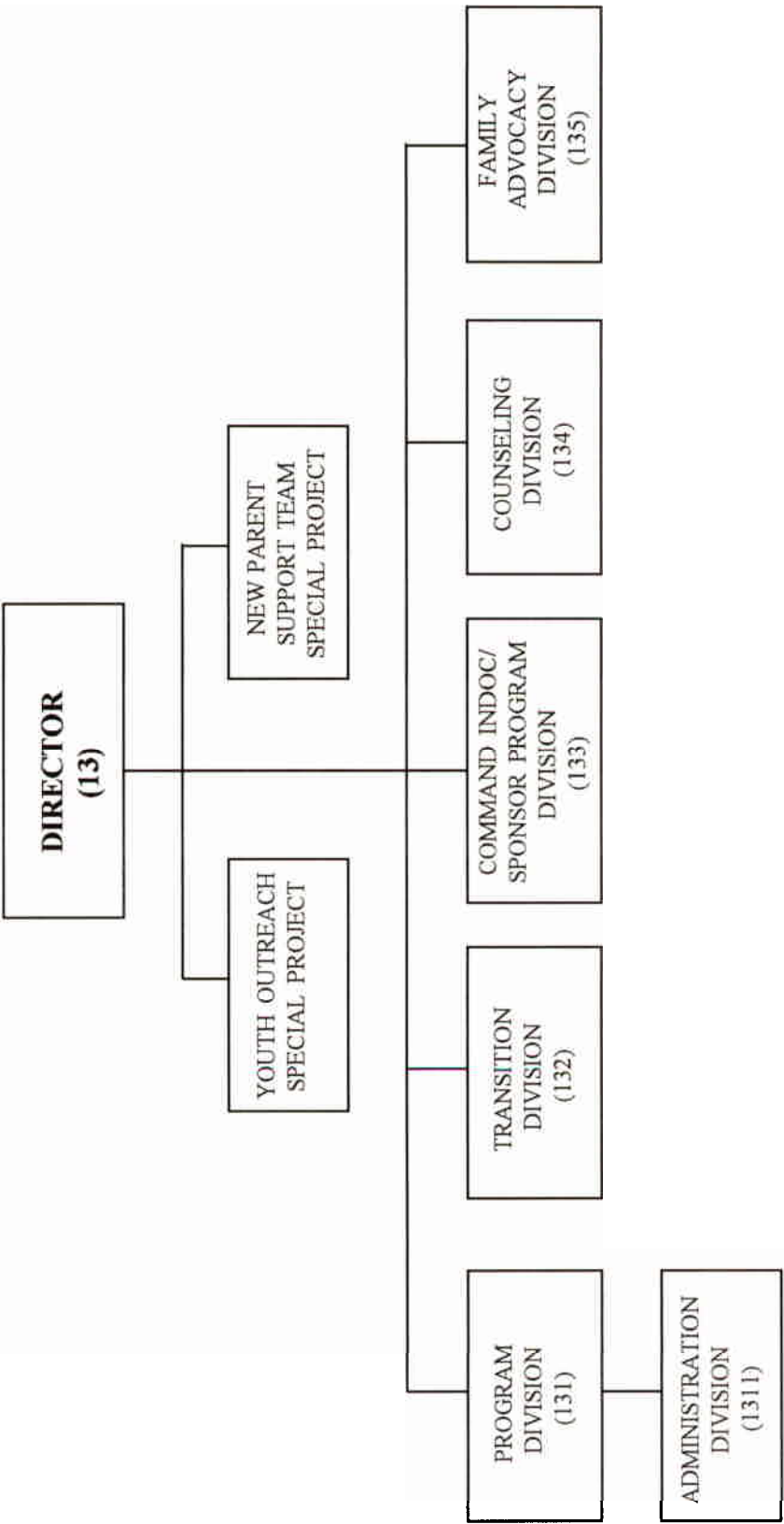
e. Classification (including Fair Labor Standards Act (FLSA) determinations, Environmental Pay administration, and classification evaluations)

- Position Management
- Performance Management
- Incentive Awards
- Military Cash Awards Program
- Hours of Duty, Absence and Leave
- Federal Employment Compensation Act (FECA)
- Retirement
- Travel, Allowances and Relocation Services
- Pay and Compensation including Federal Employees Pay Comparability Act (FEPCA)
- Chair DOD Wage Survey Committee, Fresno
- Recruitment (including competitive and excepted, delegated examining and merit promotion)
- Priority Placement Program
- Reduction-in-Force
- New Employee Processing and Records Maintenance
- Discipline and Adverse Actions
- Grievance and Appeals
- Life and Health Insurance
- Civilian Employee Assistance Program

28 FEB 1997

- Drug Free Work Place Program
 - Training and Employee Development
 - Total Quality Leadership Training
 - Defense Civilian Personnel Systems (DCPDS)
3. Fallon Customer Service Center (Code 124). Provides onsite services to Naval Air Station, Fallon, Nevada.

**FAMILY SERVICE
CENTER**



28 FEB 1997

1. Family Service Center (FSC) (Code 13). The primary mission of the Family Service Center is to support the mission of the Naval Air Station, Lemoore by offering a wide range of proactive programs designed to have a positive effect on operational readiness, quality of life and retention and to empower the naval community by providing resources needed for a rewarding lifestyle. In order to assist the service members and their families in developing and refining the skills necessary to thrive within the Navy lifestyle, the following services are offered: Family, marriage and individual counseling; Family Advocacy Treatment and Outreach Services (FAP); Information and Referral; Indoctrination of newly reporting personnel; Sponsor Program; Financial Education, Training and Counseling; Family Life Education Programs; Pre/Mid/Post Deployment and Pre Reunion Programs; Employment Counseling and Placement Services; Transition Assistance and Management Program (TAMP); Relocation Assistance Program (RAP); Exceptional Family Member Program (EFM); Sexual Assault Victim Intervention (SAVI) Program; New Parent Support Team (NPST); Youth Outreach Program; Immigration Assistance; Ombudsman Training, and Volunteer Coordination.

2. Program Division (Code 131). Coordinates educational and skills for living programs to assist service members and their families in developing skills necessary to thrive within the Navy lifestyle. Provides marketing for all FSC programs and services. Coordinates and monitors the Command Representative Program. Coordinates a station-wide volunteer program and provides ombudsman training and support. Coordinates Command Financial Specialist Program, providing training, education, counseling and information and referral.

- Administrative Division (Code 1311). Provides general administrative services for the center which includes correspondence management, reports and records control, file maintenance, directives systems, mail receipt and distribution, procurement of office supplies, maintenance of time cards, process civilian/military personnel actions, arranges travel, and point of contact for Safety and Public Works. Division oversees Command Financial Program, providing Command Financial Specialist Training to command and units. Manages FSC labor and other budgets and all reimbursable accounts. Functions also include responsibility of the front desk and receptionist duties.

3. Transition Division (Code 132). Provides comprehensive services for active duty, retired and their families who are in the process of transitioning into or out of the military. Services include employment assistance, vocational guidance,

28 FEB 1997

information and referral, veteran benefits, counseling and advisement, inbound or outbound settling, retired services and equipment loans. In addition, the Transition Division provides relocation assistance through welcome aboard packages and a comprehensive DOD installation database called Standard Information Topic Exchange Service (SITES), spouse employment assistance, and supports the Exceptional Family Member Program. Provides technical and automated support services for FSC customers and staff members.

4. Command Indoctrination and Sponsor Program Division (Code 133). Provides for the indoctrination of newly reporting service members and their families. Directs the Command Sponsor Program.

5. Counseling Division (Code 134). Provides short-term, non-medical counseling including: adult anti-social behaviors, child-adolescent anti-social behaviors, academic, occupational or parent-child problems, and marital problems. Counseling services include reports, feedback and recommendations to commands on specific cases. The counseling division is responsible for assisting other divisions with professional counseling services, as needed for education, training, transition and command consultation. Counselors are Command Representative for the Command Representative Program. Counselors are liaisons between the FSC and the commands providing them with personalized assistance. Coordinates the pre-deployment fairs and provides mid and post deployment services. In addition, this division maintains the FSC library.

- Sexual Assault Victim Intervention (SAVI) Branch. Provides coordination of the installation SAVI Program which includes: sexual assault and rape education and prevention training and programs; victims advocacy; and data collection. Victims of sexual assault/rape are assured that they will be dealt with in a sensitive, coordinated manner. Volunteer victim advocates are trained to provide victims with someone who will be empathetic and guide the victim through the medical, legal, and/or investigative procedures. Victim counseling is provided at the FSC by counselors trained in responding to victims of rape/sexual assault.

6. Family Advocacy Division (Code 135). The Family Advocacy Program addresses prevention, evaluation, identification, intervention, rehabilitation/behavioral education and counseling, follow-up, and reporting of child and spouse abuse. It is a full

28 FEB 1997

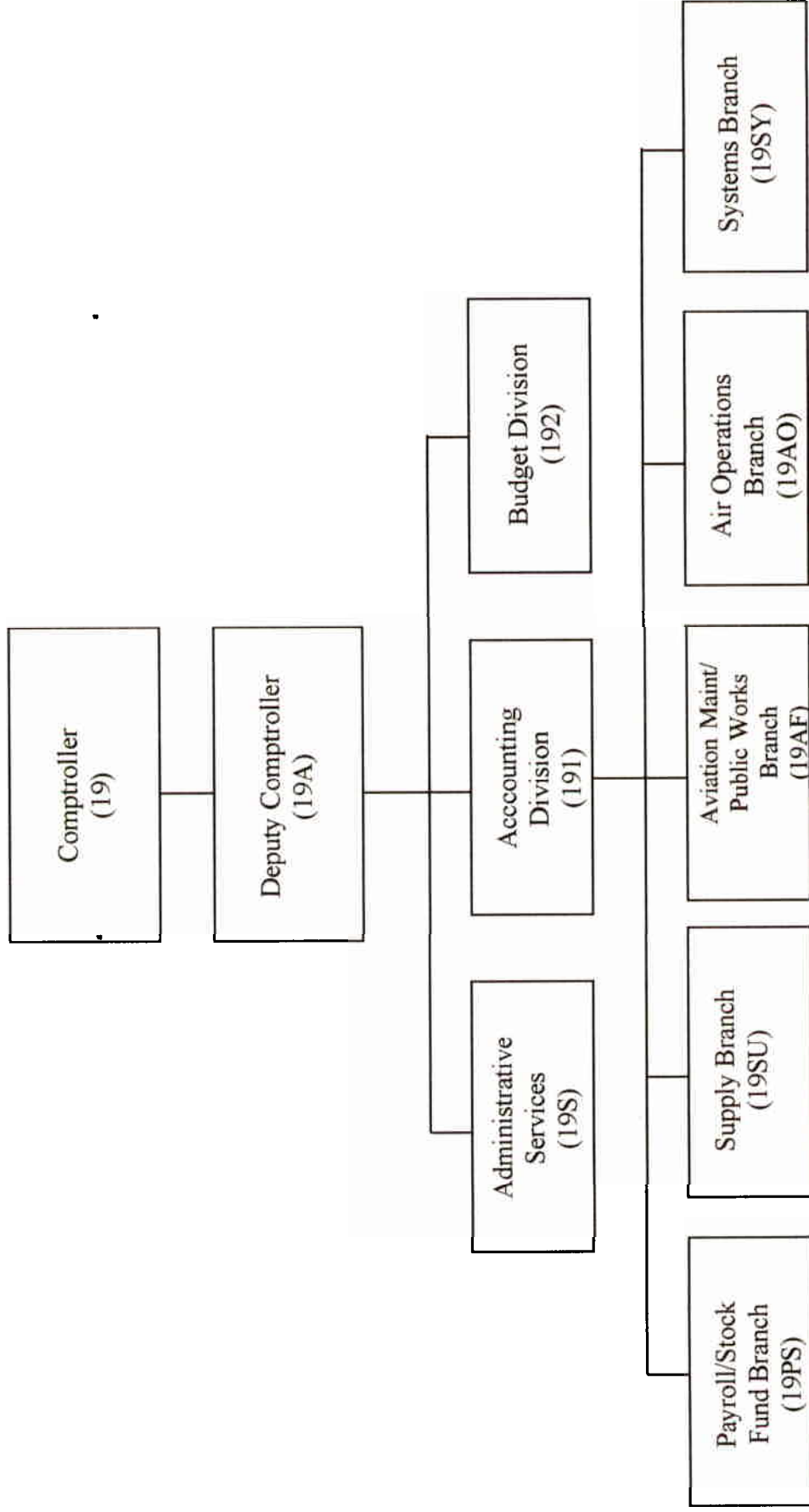
service family advocacy program offering group and individual support for the victims and perpetrators of domestic abuse. Naval Air Station Lemoore Family Advocacy Program's primary goal is stopping the abuse through command, community and professional support.

7. FSC Special Projects

a. Youth Outreach Program. Develops, coordinates and expands services and programs for military youth and their families. Specifically, the NAS Lemoore Youth Outreach Program works with funds from a DOD Model Community for Children and Families Incentive Award to develop, implement and market a comprehensive School-to-Careers program. The primary purpose of this collaborative effort with local military and civilian establishments of education, business, and government is to help students to transition successfully from academics into the ever changing workforce. This program's goal is accomplished through active promotion of excellence in educational and career, activities for all Navy youth (ages 6-18). Employees (one GS & one Contract report to Director).

b. New Parent Support Team. The New Parent Support Team Program is a prevention program developed to increase a parent's knowledge of child development and parenting skills. This voluntary program focuses on working with prospective and new parents to promote a positive family environment and to help parents feel good about themselves. Parenting education, support groups and hospital/home visitation are used to provide information on numerous topics including pregnancy and delivery, care of infants and children, growth and development, health care, and safety. The New Parent Support Team offers innovative interactive programs such as "Play Time", "Mom's Time Out", "Baby Makes Three", and "Expectant Fathers". All contract employees report to Director.

**COMPTROLLER
DEPARTMENT**



28 FEB 1997

1. Comptroller Department (19). Develops, coordinates and maintains an integrated financial management system to provide the Commanding Officer with factual data which will contribute to the efficient and economical management of the activity. Translates program requirements into the required financial plan. Provides technical guidance and advice in budget formulation, review and execution. Develops data collection system for program analysis and progress reporting, evaluates progress against financial plan and determines where reprogramming of resources may be required. Provides effective coordination between accounting and budgeting.

2. Administrative Services (19S). Provide support services functions for the Comptroller Department. Responsible for correspondence management, reports and records control, file maintenance, directives systems and mail distribution. Performs a variety of personnel services. Maintains memorandum accounting logs for the department and miscellaneous Fleet Operating Target Funding (OPTARS) and continuously conducts validation reviews. Provides Temporary Additional Duty (TAD) services and requisitions supplies and equipment.

3. Accounting Division (191). Provides direct administration and technical supervision of all accounting functions of the Station. Supervises and controls cost, inventory and stock fund accounting functions, civilian timekeeping, plant and minor property. Monitors financial reports submitted by Defense Financial Accounting Service, Operating Location (DFAS-OPLOC) San Diego. Monitors general ledger, subsidiary and reimbursable ledgers for accuracy and propriety of charges. Reviews local accounting reports for accuracy of financial data and trends. Maintains accounting ledgers and supports subsidiary records for all funds made available to the Station. Ensures validity and accuracy of financial records.

a. Payroll/Navy Stock Fund Branch (19PS). Performs Navy Stock Fund accounting and reconciliation. Processes material receipts and issues. Reconciles financial records to stock records and prepares adjustment transactions. Monitors financial reports submitted by Defense Financial Accounting Service Operating Location (DFAS-OPLOC). Performs Resource Management Systems (RMS) accounting. Performs reconciliation of labor costs to payroll. Performs obligation validation for current and prior fiscal year transactions, no less frequently than three times a year, in order to fulfill the legal requirements for fiscal year end certification and to eliminate erroneous obligations. Performs inventory accounting functions. Monitors RMS and

28 FEB 1997

Inventory financial reports submitted by DFAS-OPLOC San Diego. Reconciles memorandum records with official accounting records not less than monthly. Maintains plant and minor property account records and coordinates the compilation of data in connection with the physical inventory of plant and minor property. Performs timekeeping and provides supervision over activity timekeeping operations.

b. Supply Branch (19SU). Performs resource management systems accounting for the Supply Department. Conducts obligation validation for current and prior year transactions, no less frequently than three times a year, in order to fulfill the legal requirements for fiscal year end certification and to eliminate erroneous obligations. Reconciles memorandum records with the official accounting records not less than monthly. Provides weekly fund status data to Supply Department management. Gathers and provides statistical data to the Supply Department as requested.

c. Aviation Maintenance/Public Works Branch (19AF). Performs resource management systems accounting for the squadrons, Aviation Intermediate Maintenance Department and the Public Works Department. Reconciles memorandum records with the official accounting records not less than monthly, including reimbursables. Develops, issues and maintains job orders and other cost and fiscal coding instructions for collecting and reporting financial data. Prepares statistical spreadsheets for upper management's review. Conducts obligation validation for prior fiscal year transactions, no less frequently than three times a year, in order to fulfill the legal requirements for fiscal year end certification and to eliminate erroneous obligations. Analyzes accounting reports used at the local level. Establishes and monitors reimbursable accounts.

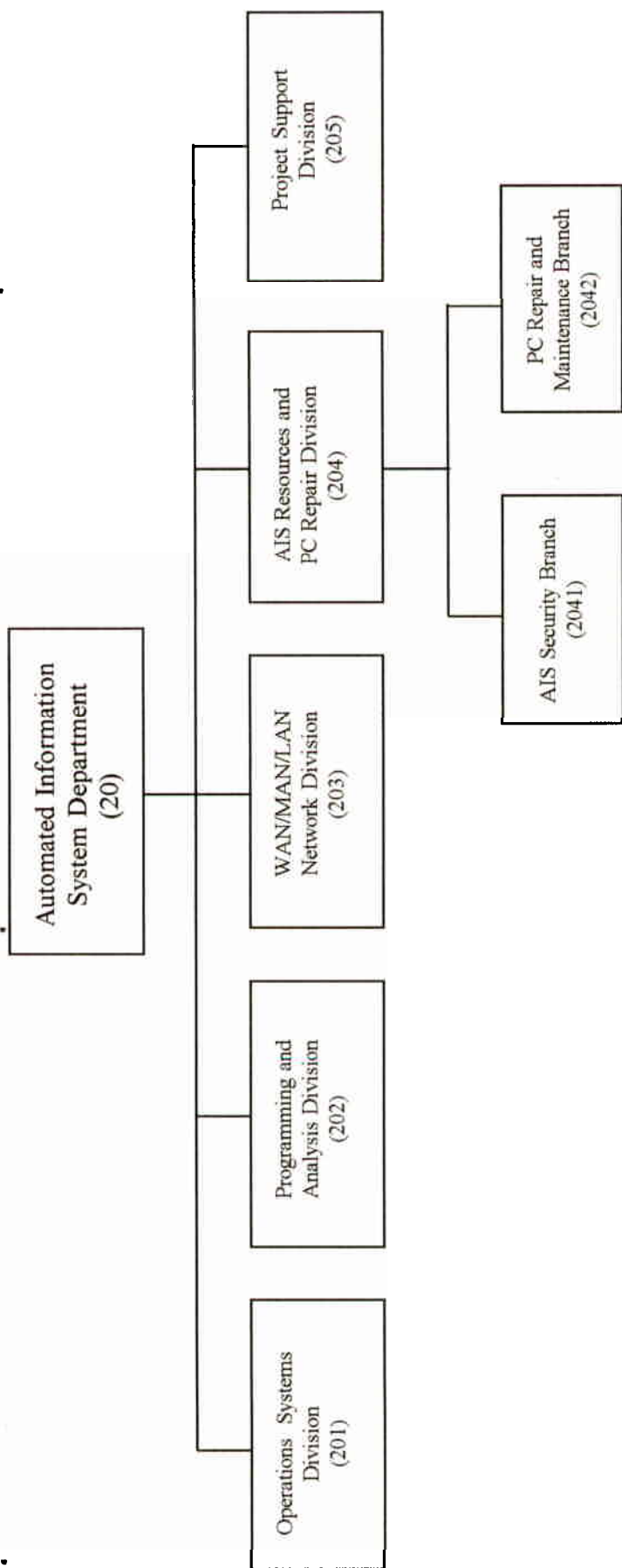
d. Air Operations Branch (19AO). Performs resource management systems accounting for the Air Operations, Aviation Intermediate Maintenance and Weapons Departments. Reconciles memorandum records with the official accounting records not less than monthly. Provides weekly fund status to serviced departments. Gathers and provides statistical data to the departments as requested. Conducts obligation validation for current and prior year transactions, no less frequently than three times a year, in order to fulfill the legal requirements for fiscal year end certification and to eliminate erroneous obligations.

28 FEB 1997

e. Systems Branch (19SY). Identifies and performs problem resolution to Standard Accounting and Reporting System - Field Level (STARS-FL) and UADPS financial management systems. Responsible for resolution of STARS-FL and UADPS telecommunication and hardware problems. Develops local programs. Develops Query Management Facility (QMF) programs for use by the Accounting Division. Assists accounting division personnel with hardware and software problems. Provides training to accounting division personnel on software applications and new hardware. Assists in the implementation of local programs. Serves as the Comptroller department's ADP security officer and provides internal ADP security training. Serves as the Comptroller Departments local area network (LAN) administrator. Responsible for the Comptroller departments ADP inventory.

4. Budget Division (192). Plans, formulates and executes a comprehensive Station budget. Interprets budget guidance from higher authority, issues budget guidance and advises department heads and other staff officers in the preparation of budgets and justification for funds. Consolidates and realigns collected data and prepares final Station budget for review and approval by the Commanding Officer. Recommends distribution of available funds to activity managers. Monitors fund status to prevent over obligation of funds and recommends adjustments as necessitated by program requirements. Analyzes data against planned and available resources and manhours and reports significant findings and trends. Plans, coordinates and administers the labor program. Prepares Inter/Intra Service Support Agreement (ISA's) and other financial reports.

**AUTOMATED INFORMATION
SYSTEM DEPARTMENT**



28 FEB 1997

1. The Automated Information System (AIS) Department (Code 20).

Supports Naval Air Station Lemoore's mission by supporting current station, wing and squadron computer and networking equipment; planning and coordinating future AIS implementations; developing overarching standards for Networks and AIS Equipment (Hardware and Software); optimizing usage of AIS through Electronic Data Interface; providing PC hardware and software maintenance support; planning and configuring, installing and maintaining station Local, Metropolitan and Wide Area Networks; providing Uniform Automated Information Systems Data Processing (UADPS-SP) support; and protecting station AIS assets through inventory accountability and the management of the station ADP Security Plan.

2. Operations Systems Division (Code 201). Works with other AIS Department divisions to ensure that the Ethernet/Broadband Network is operational with access available to all authorized users. Operates and manages the Station Wide Area Network (SWAN) and is the Station Post Master for all Station E-mail and off Station Internet E-mail. Responsible for Station server configuration to maintain capability with SWAN server group. Monitors and maintains efficient SWAN operation by making daily performance checks of the SWAN and rerouting network traffic as required for optimal performance. Serves as the NAVWAN manager for the Naval Air Station and maintains the Station link to the NAVWAN node in San Diego. Monitors operational efficiency, accuracy, and timeliness of end products/reports. Serves as liaison or team member on government committees/study groups dealing with computer operations subjects. Receives application programs and operating software from various Central Design Activities (CDA's) and Defense Mega Center (DMC), San Diego Technical Support Departments (TSD's) changes. Conducts independent testing of new and modified systems or application software to ensure operability and compliance with existing standards. Recommends acceptance or rejection based upon results of analysis. Manages and operates the station GateGuard systems. Provides support to the station for message traffic by serving as dissemination point for outgoing and incoming station message traffic. Utilizes COM link between North Island and NAS Lemoore for message traffic flow. Maintains thirty days of message traffic backup for the station. Provides upgrades for the DPVS program and upgrades to message programs (MTF Editor and Message Dissemination Utility/Subsystem (MDU/MDS)), Stock Point Logistics Integrated Communications Environment (SPLICE) System, and supports the Uniform Automated Data Processing System Stock Points (UADPS-SP) System in support of NAS Lemoore Supply and Aviation Intermediate Maintenance departments. Manages the station's Aviation Material Maintenance Management (AV3M) system.

28 FEB 1997

3. Programming and Analysis Division (Code 202). Provides programming and analysis support for station computers: including security software, anti virus support, off the shelf application software, local unique software, government support software, and NetWare. Provides planning and analysis support for projected systems, and/or replacement/upgrade of existing systems. Works with the station departments to optimize usage of Electronic Data Interface throughout the station, and assists in the automation of work processes throughout the station. Software support also includes software installation, problem trouble shooting, file recovery, file configuration, memory management, etc. for both DOS and Windows systems.

4. WAN/MAN/LAN Network Division (Code 203). Provides full Wide Area Network (WAN)/Metropolitan Area Network (MAN)/Local Area Network (LAN), Internet and telcom service and support for all activities aboard NAS Lemoore. Service includes planning, design, implementation, installation, configuration, repair, and upgrade of future and existing WAN/MAN/LAN systems, UADPS-SP, broadband, and async transmissions. Service also includes, but is not limited to providing technical support for Novell, Appletalk and Banyan Vines.

5. AIS Resource and PC Repair Division (Code 204). Manages the station Automated Information Systems (AIS) resources and Security Program. Manages the station PC repair and maintenance program; maintains hardware/software standards for acquisition of AIS resources; recommends approval of purchases of AIS equipment; submits Automated System Decision Papers (ASDP's) to CINCPACFLT for approval, tracks ASDP's; maintains AIS hardware and software inventories for the station; coordinates inventories with Comptroller; maintains computer training room and coordinates computer training; plans, develops, and implements reutilization of AIS equipment and disposal procedures for all AIS equipment; maintains inventory records and manages the inventory control of plant and minor property for the department; reviews, analyzes and allocates operating funds; prepares a variety of departmental budget submissions, prepares and submits shortfalls for AIS equipment for the station; and coordinates repair and maintenance of all squadron fax machines.

a. AIS Security Branch (Code 2041). Assists the ADP Security Officer in developing, planning and implementing the station's AIS Security Plan; provides training and performs inspections to ensure AIS security requirements are in force throughout the station; help develop, review and maintain accreditation packages for all AIS equipment; assist in the

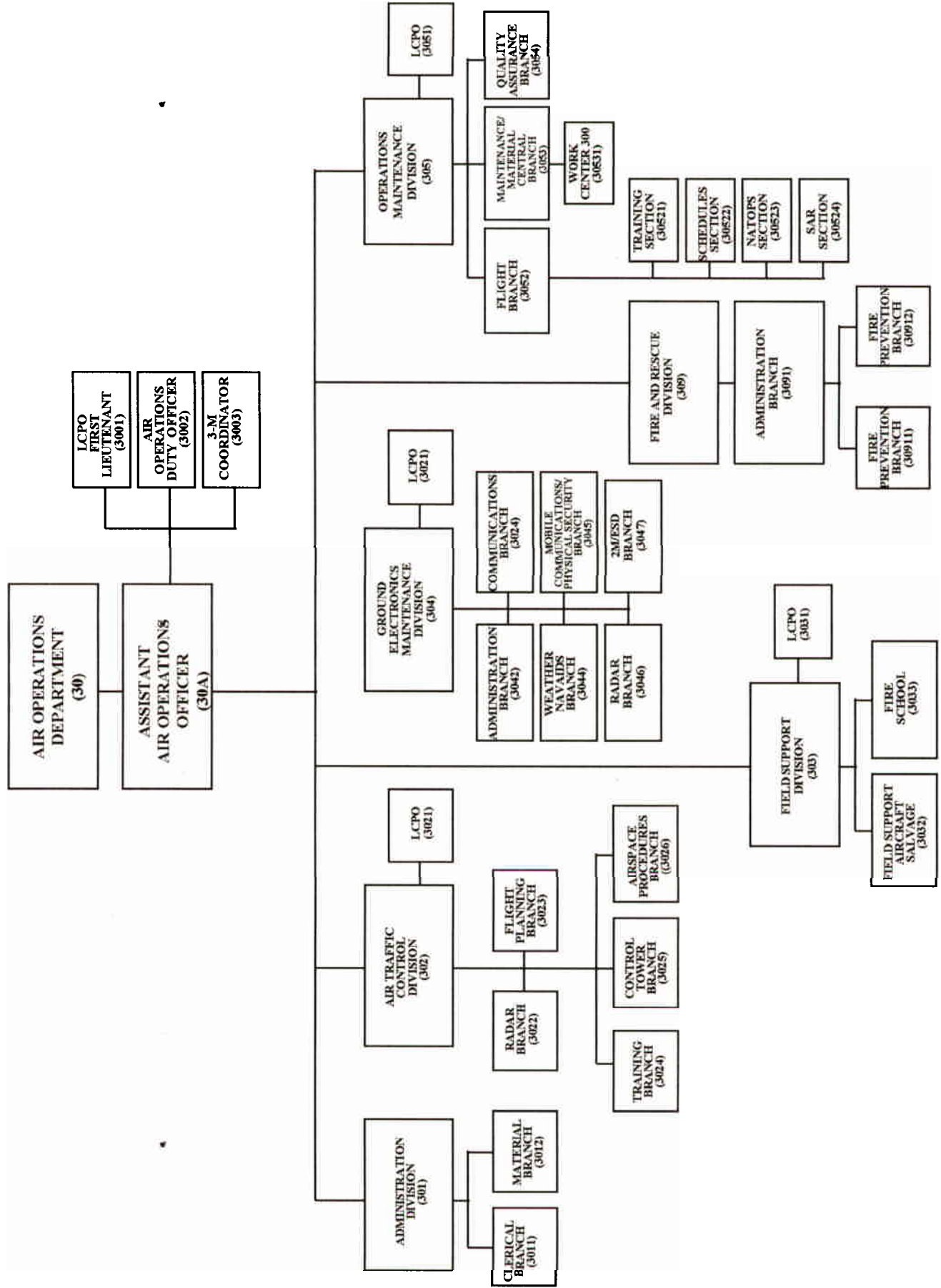
28 FEB 1997

Security Test and Evaluations; tests contingency plans; provides guidance to station personnel via directives and Plan of the Day (POD) notes; conducts meetings with department ADP Security Officers.

b. PC Repair and Maintenance Branch (Code 2042). Repairs, rebuilds and maintains all AIS hardware on station; schedules preventive maintenance coordinating with departments, squadrons, wings and tenant activities to minimize down time; and determines parts and/or components/parts. Determines disposal of outdated or irrelevant AIS equipment.

6. AIS Project Support Division (Code 205). Manages AIS projects from a life cycle management perspective including but not limited to Metropolitan and Wide Area Networks (WAN), the Defense Messaging System (DMS), and Video Teleconferencing (VTC). Writes statements of work for contracts and position descriptions as necessary. Liaisons with key personnel within NASL, CNAP activities, Type Wing and Program Offices as appropriate for program management. Briefs project status to command personnel. Prepares AIS Five Year Plan for the station.

**AIR OPERATIONS
DEPARTMENT**



28 FEB 1997

1. **Air Operations Department (Code 30).** Operates airfield and provides services to support operations of activity, tenant and transiting aircraft; provides fire fighting functions - both structural and aviation fire and rescue; conducts shipboard aircraft fire fighting training course J-495-0413; provides air traffic control; schedules administrative and logistic flights; repairs and maintains station navigational aids and systems; operates and maintains emergency arresting gear and optical landing systems; provides search and rescue (SAR) and medical evacuation (MEDEVAC) services utilizing station fixed and rotary wing aircraft; maintains HH-1N rotary wing aircraft and coordinates contract maintenance of C-12 fixed wing aircraft.

2. **Assistant Air Operations Officer (Code 30A).** Assists the Air Operations Officer in the performance of his duties and keeps him fully informed of matters concerning the department. Acts as liaison and coordinates with all non-Navy forces utilizing the airfield or its services. Provides continuing technical advice on matters coming within the scope of the support mission of the Station. Works closely with, and provides technical advice to the Air Operations Officer on all phases of support. Develops and implements programs and plans which directly affect fleet readiness, the department's productive output, service to customers, complement, organizational arrangement, training programs, and expenditure of allotted funds. Assumes the duties of the Air Operations Officer in his/her absence.

a. **LCPO Branch/First Lieutenant (Code 3001).** Responsible for the general maintenance of the Operations building and associated grounds; coordinates division responsibilities as to Command requirements of the department; receipt and distribution of mail; ensures conformance and operational standards through inspections; controls operation of vehicles and provides transportation services.

b. **Air Operations Duty Officer (ODO) (Code 3002).** The ODO is the direct representative of the Commanding Officer in all matters dealing with air operations and as such is responsible for the safe and efficient conduct of operations on and in the vicinity of the airfield at NAS Lemoore.

c. **3-M Coordinator (Code 3003).** Coordinates and supervises all facets of department 3-M Program. Advises and assists the department head, division officers, and work center supervisors on matters concerning the 3-M system.

28 FEB 1997

3. Administration Division (Code 301). Provides administrative services to the department, including: receipt and distribution of mail, procurement of office supplies and equipment; prepares administrative and financial reports; processes civilian and enlisted personnel actions; provides typing and stenographic services; maintains departmental files and financial records; performs required administrative tasks related to technical training of department personnel; provides travel services; performs inventory management of material assets; prepares the budget; proportions the money.

a. Clerical Branch (Code 3011). Provides administrative services; prepares administrative reports; provides typing services; maintains departmental files; performs administrative tasks related to technical training of department personnel; provides travel services for department personnel; performs inventory management of material assets. Coordinates and prepares the flight schedule.

b. Material Branch (Code 3012). Responsible to the Operations Office for proper supervision and maintenance of Air Operations accounts, operational material D-4; crash and fire L-6; reimbursables; monitors the expenditures; procures all repair parts; monitors OPTAR funds, materials, and supplies required by the Operations Department.

4. Air Traffic Control (ATC) Division (Code 302). Provides air traffic control at NAS Lemoore and is responsible for the personnel associated with the operation of the Control Tower, Radar, Flight Planning Branches, navigational aids, lighting and other visual aids to landing; submits revisions to current instrument procedures as necessary; coordinates air space matters with other agencies.

a. Leading Chief Petty Officer (Code 3021). The LCPO assists the ATC Facility Officer (FO) in administration, supervision, and training of assigned personnel. Duties, responsibilities and authority include but are not limited to coordinating assignment and supervision of enlisted personnel; preparing and publishing appropriate military and professional matters pertaining to air traffic control; providing assistance and making recommendations to the ATCFO concerning improvement of spaces, procedures, working conditions and welfare and morale of enlisted personnel in addition to providing inputs to the ATCFO with regard to changes to and interpretation of manpower documents.

28 FEB 1997

b. Radar Branch (Code 3022). Provides Air Traffic Control services to arriving and departing Instrument Flight Rules/Visual Flight Rules (IFR/VFR) traffic within the terminal airspace. Provided precision approach radar, surveillance radar, and monitoring of approaches made on other navigational aids for arriving traffic. Provides Precision Automatic Landing System Control services.

c. Flight Planning Branch (Code 3023). The Flight Planning Branch provides for planning, receiving and processing flight plans. This branch maintains a current inventory of aeronautical charts, publications, applicable directives, Notice to Airman (NOTAM) files, and provides facilities for aircrews to conduct flight planning.

d. Training Standardization Branch (Code 3024). Maintains proper division controller qualifications through an established training program. Administers facility ATCS certification program. Plans and directs the General Military Training (GMT) and professional development of air traffic controllers. Studies actual changes in ATC procedures from Federal Aviation administration (FAA) and DOD and incorporates them into division training programs.

e. Control Tower Branch (Code 3025). The function of the Control Tower is to issue clearances and information to aircraft and vehicular traffic operating on runways, taxi-ways and other designated areas of the airfield, and to aircraft operating in assigned airspace areas. Airborne traffic control by the tower includes both VFR and IFR traffic released to local control jurisdiction.

f. Airspace and Procedures Branch (Code 3026). Studies proposed changes to airspace and makes recommended changes. Analyzes and investigates ATC incidents or accidents. Maintains liaison with FAA and other agencies for interpretation of FAA and/or military procedures. Orders, revises, and updates charts and publications. Submits for review/approval terminal instrument procedures. Processes required paperwork for civil aircraft landing permits.

5. Field Support Division (Code 303). Operates and maintains aircraft arresting gear; FRESNEL Optical Landing System, MOVLAS and MB-1A Crash Crane; initiates runway maintenance; responds to all runway emergencies; provides security and coordinates salvage of crashed aircraft and operates the two day Shipboard Aircraft Fire Fighting School.

28 FEB 1997

a. Leading Chief Petty Officer (Code 3031). The LCPO assists the Field Support Officer in administration, supervision and training of assigned personnel. Coordinates branch responsibilities as to command/department requirements of the division.

b. Field Support Maintenance Branch (Code 3032). Operates and maintains aircraft arresting gear, FRESNEL Optical Landing System, MOVLAS and MB-1A Crash Crane; initiates runway maintenance; responds to all runway emergencies and provides security and coordinates salvage of crashed aircraft.

c. Fire Fighting School Branch (Code 3033). Operates the two day Shipboard Aircraft Fire Fighting Course which consists of classroom lectures, operation of oxygen breathing apparatus (OBA), emergency escape breathing device (EEBD), fixed fire fighting equipment and live fire fighting utilizing the fire pit.

6. Ground Electronics Division (Code 304). Provides maintenance, repair, and inspection of ground elements of communications, radar, navigational aide and meteorological systems.

a. Leading Chief Petty Officer (Code 3041). Assists the Ground Electronics Material Officer in the performance of his duties. Plans, directs, schedules, coordinates, and supervises the maintenance effort of the division.

b. Administration Branch (Code 3042). Provides supply support for electronics equipment, maintaining an accurate equipment inventory and Technical Publication Library. Maintains an ongoing training program and career counseling for assigned personnel performs other administrative functions as may be assigned.

c. Communications Branch (Code 3043). Responsible for the proper operating condition of assigned communication systems and ancillary equipment, RATTC and tower control console equipment, transmitters, receivers, and other equipment as assigned.

d. Weather/NAVAIDS Branch (Code 3044). Responsible for the proper operating condition of assigned weather and ancillary systems, NAVAIDS equipment such as TACAN and other equipment as assigned.

28 FEB 1997

e. Mobile Communications/Physical Security Branch (Code 3045). Responsible for the proper operating condition of all mobile equipment installed in vehicles aboard the station, base stations and their remote, handheld radios, Electronic Sensor System (ESS) and its remote and other equipment as may be assigned.

f. Radar Branch (Code 3046). Responsible for the proper operating condition of assigned radar systems, RATTC, and ancillary equipment.

g. 2M/ESD Branch (Code 3047). Responsible for the proper operations for Surface Miniature/Microminiature (2M) repair and the Electrical Overstress (EOS)/Electrostatic Discharge (ESD) control and protection programs.

7. Operations Maintenance Division (Code 305). Performs organizational level maintenance on assigned rotary wing aircraft and monitors contract maintenance on assigned fixed wing aircraft. Interacts with civilian agencies in SAR planning and coordination. Issues the flight schedule, monthly flight watchbill, monitors flight hours, issues training plans, monitors pilot training, ensures flight standardization, provides aircrew training, and maintains aviation safety programs.

a. LCPO Branch (Code 3051). The LCPO assists the Operations Maintenance Officer in the administration, supervision and training of assigned personnel. Coordinates division responsibilities as to command/departments requirements of the division.

b. Flight Branch (Code 3052). Assists the Operations Maintenance Division Officer in the performance of his duties as required. Oversees aircrew training section, scheduling section, NATOPS section, and SAR section.

(1) Training Section (Code 30521). Responsible for the planning, documentation, and implementation of aircrew training. Coordinates and supervises the aircrew physical fitness training. Supervises SAR training and qualifications.

(2) Schedules Section (Code 30522). Responsible for daily flight schedule and weekly flight planner.

(3) NATOPS Section (Code 30523). Under the joint control of the Chief of Naval Operations, Naval Air Systems Command in conjunction with Naval Air Training and Operating Procedures Standardization (NATOPS) provide, in per OPNAV 3710 series, a

28 FEB 1997

program that monitors the systems, performance data, and operating procedures for safe and effective operations of the HH-1N and UC-12B aircraft.

(a) HH-1N NATOPS (Code 30523A). Responsible for aircrew flight standardization on assigned rotary wing aircraft.

(b) UC-12B NATOPS (Code 30523B). Responsible for aircrew flight standardization on assigned fixed wing aircraft.

(4) SAR Section (Code 30524). Responsible for Interagency SAR Agreements and liaison with other SAR agencies, submission of SAR reports, SAR presentations, publication of monthly SAR Bill, point of contact for Public Affairs Officer and SAR Model Manager, and successful completion of Annual SAR Evaluation.

c. Maintenance/Material Control Section Branch (Code 3053). Performs organizational level maintenance on assigned rotary wing aircraft. Responsible for the overall productive effort and material support of the division. Establishes and implements procedures to effectively control production. Prioritizes, coordinates and monitors Work Center 300's workload. Issues maintenance instructions to ensure adequate communication and control. Responsible for aircraft and equipment logs and records. Ensures adequacy and control of aeronautical support equipment. Plans material requirements to support the division. Maintains liaison with supporting supply and maintenance units.

Work Center 300 (Code 30531). Performs both scheduled and unscheduled maintenance on assigned rotary wing aircraft. Performs direct maintenance on aircraft power plants, airframe, aviators life support systems, electrical, instrument, and electronics systems. Coordinates aircraft inspections. Maintains accurate training records and schedules all required maintenance training, professional training, and general military training.

d. Quality Assurance Section (Code 3054). Responsible for the quality of maintenance performed by the Maintenance/Material Control Branch. Establishes standards, provides training, and ensures qualifications of all QA inspectors. Prepares or assists in preparation of maintenance instructions. Reviews technical directives and ensures proper distribution. Monitors all programs mandated by the OPNAVINST 4790.2E. Ensures that correct procedures are observed during various aircraft inspections and

28 FEB 1997

during ground tests. Manages and monitors the maintenance data collection system. Analyzes maintenance data reports and liaisons with the supporting data services. Provides clerical and administrative services for the division.

8. **Aircraft/Structural Fire and Rescue Division (Code 309).**

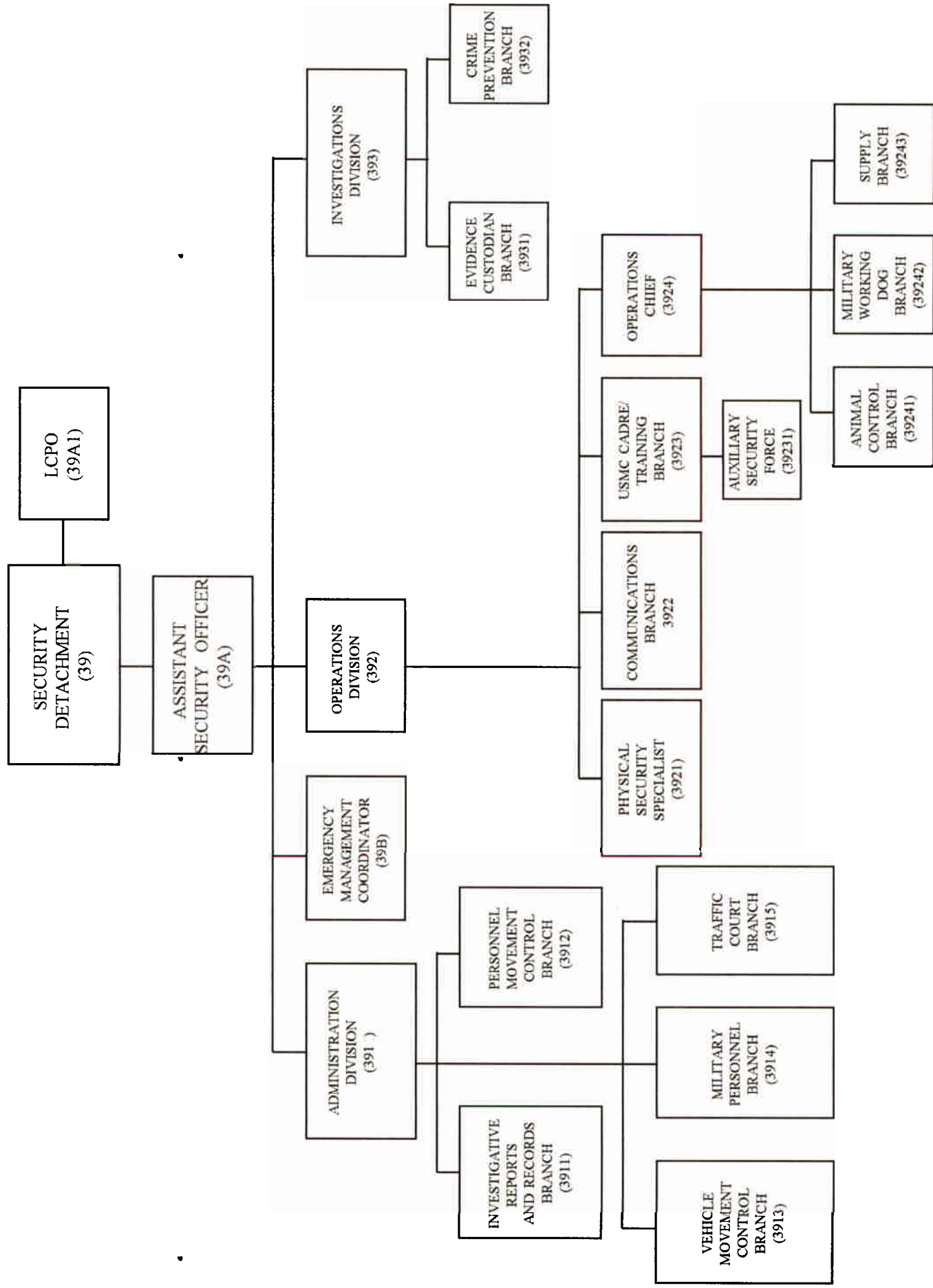
Provides mission area support services in fire protection, including structural and aircraft firefighting, hazardous material response and rescue services; investigates causes of fires; conducts programs of fire prevention, fire safety and fire extinguisher training.

a. **Administration Branch (Code 3091).** Plans, directs, and administers the operation of the Fire Prevention and Protection Sections; establish policies; review and approve reports; endorse correspondence; maintain liaison. Plan division training needs; supervise personnel and accomplish personnel administrative duties; ensure workload accomplishment; maintain equipment and expendable supplies; prepare, conduct or attend briefings and conferences.

b. **Fire Prevention Section (Code 30911).** Provides fire inspection services to hangars, warehouses, hospitals, shops, offices, and living quarters. Inspects new construction and recommends additions in new and existing structures. Check tests and performs minor maintenance of fixed protection systems. Participates in investigations of causes of fires. Conducts training for civilian and military personnel in basic fire protection methods.

c. **Fire Protection Section (Code 30912).** "A" Platoon - "B" Platoon. Responds to all emergencies requiring fire suppression and/or aircraft rescue operations. Investigates incidents and prepares incident reports. Performs operator and preventive maintenance on fire vehicles and related equipment. Performs alert watches and stand-bys, maintains a high level of proficiency through on-the-job training. Assists in fire prevention inspections.

SECURITY DETACHMENT



FEB 28 1997

1. **Security Detachment (Code 39).** Provides physical security protection for innumerable governmental assets and facilities, including operational/training aircraft; flight and flight support facilities; monitoring and controlling access to the flight and flight support facilities thorough the issuance of badges and vehicle decals. Provides law enforcement protection, including protection of life; protection of property; identification, detention and apprehension of law breakers; enforcement of existing laws and regulations; and providing anti-crime patrols and military working dog support in the area of drug and explosives detection. Maintains liaison with federal, state, and local law enforcement agencies.
2. **Assistant Security Officer (Code 39A).** Acts as Security Officer in his absence. Provides continuity for the detachment and directs the operation of the detachment.
3. **Leading Chief Petty Officer (Code 39A1).** Provides administrative support to the Security Officer; assist in maintaining a proper military working environment and development of attached military personnel; provides technical expertise to the operations division.
4. **Administration Division/Officer (Code 391).** Provides administrative and logistic support for the detachment; issues civilian identification cards; maintains detachment budget.
 - a. **Investigative Reports and Records Branch (Code 3911).** Provides word processing service for the detachment; screens phone calls; process Incident Reports; provides customer service for military and civilian personnel.
 - b. **Personnel Movement Control Branch (Code 3912).** Issues civilian identification cards, provides fingerprinting services.
 - c. **Vehicle Movement Control Branch (Code 3913).** Validates, processes, and issues vehicle identification decals. Screens visitors for visitor control. Maintains a data file of all vehicles presently registered on the station. Issues parking permits for inoperative vehicles, issues permits for barred vehicle parking. Provides a complete registration service for identification purposes. Maintains files on ownership of firearms. Issues hunting permits. Administers the vehicle abatement program and maintains records of abated vehicles.

28 FEB 1997

d. Military Personnel Branch (Code 3914). Prepares daily muster reports, types military evaluations; processes, tracks military leave requests; disseminates military pay and travel checks; verifies and maintains detachment Enlisted Data Verification Report (EDVR).

e. Traffic Court Branch (Code 3915). Conducts hearings on all traffic violations and accidents aboard the station. Maintains barment, revocation and suspension records. Works closely with station JAG and Security establishing and enforcing traffic rules and regulations. Works with Occupational Safety and Health on traffic safety improvements.

5. Emergency Management Coordinator (Code 39B). Administers all aspects of the Disaster Preparedness Program, including coordination of the organizing, equipping, and training of functional teams.

6. Operations Division/Officer (Code 392). Provides protection of government property within the jurisdiction of the station by enforcing applicable regulation and state statutes, physical security regulations and providing the following protective services: vehicular and pedestrian traffic control, security patrols, enforcement of vehicle codes, and protection of personnel from riots and other disturbances; manages the Auxiliary Security Force and provides ongoing training for Navy Security Force.

a. Physical Security Specialist (Code 3921). Works under the direction of the Operations Chief. Coordinates, performs, and tracks physical security surveys and plans. Acts as Command's Key Custodian.

b. Communications Branch (Code 3922). Receives and responds to all station calls for emergency services; dispatches appropriate responder (i.e., fire, crash, ambulance, or Security unit as appropriate). Maintains logs and records of all calls for service via automatic data processing. Operates State of California Emergency Telecommunications Enhanced 9-1-1 System.

c. USMC CADRE/Training Branch (Code 3923). Trains the Auxiliary Security Force (ASF) to serve as an anti-terrorism, anti-sabotage, and general security force available on immediate recall notice during Threat Conditions (THREATCON). Provides training in weapons, anti-terrorism, unarmed combat, and

28 FEB 1997

communications for installation security forces. Develops and administers Navy Security Force training; prepares long range quarterly and monthly training plan; develops lesson plans, graphic aids, performance checklists, tests, etc., for Security Force training.

(1) **Auxiliary Security Force (ASF) (Code 39231).**

Enhances security during heightened Threat Conditions (THREATCON).

d. **Operations Chief (Code 3924).** Works under the direction of the Operations Division Officer.

(1) **Animal Control Branch (Code 39241).** Provides a pickup service for loose pets. Appointed by Kings County as their representative on station base to enforce the Kings County Code as it pertains to animals.

(2) **Military Working Dog Branch (Code 39242).** Maintains dog kennels for military working dogs in support of detection of contraband. Provides canine patrol and search teams, assisting in Command's law enforcement mission.

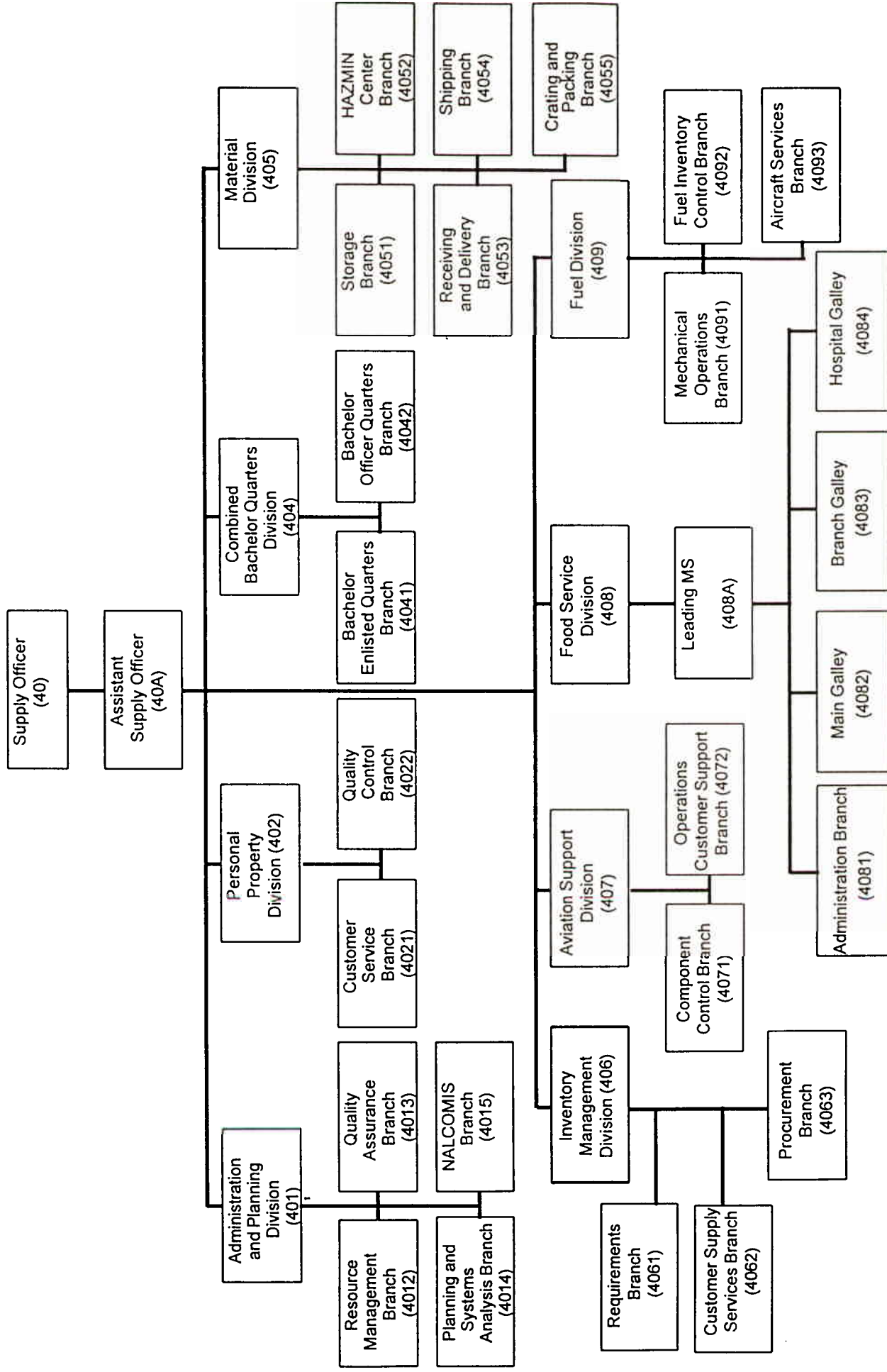
(3) **Supply Branch (Code 39243).** Requisitions detachment supplies and uniforms. Maintains OPTAR log and records of requisitions.

7. **Investigations Division/Officer (Code 393).** Investigates crimes not within jurisdiction of other agencies. Custodian of Evidence Locker.

a. **Evidence Custodian Branch (Code 3931).** Maintains, protects, and disposes of evidence collected from crime scenes.

b. **Crime Prevention Branch (Code 3932).** Establishes and coordinates a viable Crime Prevention Program.

SUPPLY DEPARTMENT



28 FEB 1997

1. **Supply Department (Code 40).** Provides aviation and general stores support to station departments, fleet units and tenant activities; designated Contracting Officer for NAS Lemoore; provides high speed fueling facilities, bulk fuel storage, liquid oxygen and nitrogen storage and support for station, tenant, and transient aircraft; provides transient line services for passengers, cargo and aircraft; operates the enlisted galleys; operates berthing facilities for bachelor officer and enlisted personnel; manages the Supply Department Automated Data Processing (ADP) resources and security and implements ADP programs; manages the movement and storage of government freight and personal property and provides office machines, furniture and Section "C" Allowance furniture station wide.

2. **Assistant Supply Officer (Code 40A).** Assists the Supply Officer in the performance of his duties and keeps him fully informed of matters concerning the department. Acts as liaison and coordinates with all inter and intradepartmental activities. Provides continuing advice on matters within the scope of the Supply support mission of the Station. Works closely with fleet squadrons and tenant activities and provides technical advice on all phases of fleet support. Develops and implements programs and plans which directly affect fleet readiness, the department's productive output under Total Quality Leadership, service to customers, organizational arrangement, training programs and expenditure of allotted funds. Is the Supply Department Security Manager. Assumes the duties of the Supply Officer in his absence.

3. **Administrative and Planning Division (Code 401).** Develops, plans and implements programs to benefit the Supply Department utilizing ADP and systems analysis; advises and assists the Supply Officer in achieving and maintaining Total Quality Leadership for improved efficiency and economy in department operations; prepares, administers, and controls departmental budget, including operating funds and civilian personnel resources; administers the department position management program; analyzes organizational structure and proposes changes thereto; assures civilian position descriptions and performance standards are accurate and adequate; prepares and administers civilian and military annual training plans according to requirements from higher authority; coordinates remedial action as a result of official inspections; maintains departmental directive system; assists in determining allocations of space, materials, and equipment; provides and accounts for office machines, furniture and Section "C" allowance furniture station wide; maintains inventories for departmental data processing and word processing equipment; reviews proposed procurement to ensure

28 FEB 1997

ADP standardization is maintained: responsible for control/distribution of computer generated input/output; performs Inventory Accuracy Officer and Management Control Program functions; provides a quality assurance program for physical inventory of assets and quality control/internal review of the full range of Supply operations; directs Competition Advocacy, Price Fighter and Small and Disadvantaged Business programs for the station; directs and operates the Naval Aviation Logistics Command Management Information System (NALCOMIS) and local Uniform Automated Data Processing System (UADPS-U2) processing; prepares and submits software upgrade proposals to enhance fleet support.

a. Resource Management Branch (Code 4012). Directs Competition Advocacy, Price Fighter and Small and Disadvantaged Business programs for the Station; coordinates management control reviews and vulnerability assessments; responsible for departmental Management Control Program (MCP); coordinates and interprets statistical data reflecting department operations. Manages the Automated Manpower Management Program (AMMP) and manpower management information records; administers the Supply Department performance appraisal program. In conjunction with Comptroller Department, reviews, analyzes and allocates operating funds and prepares a variety of departmental budget submissions; monitors official accounting records and provides funds status; screens, logs and provides status on department requisitions for materials or services; reconciles log with accounting records, monitors and provides financial departmental support for copier and printing requirements; monitors overtime allocations and utilization; monitors and reports on department payroll funding and expenditures; prepares charts, graphs, visual aids and reports to analyze performance and disseminate information; provides office machines, furniture and Section "C" allowance furniture for the Station; maintains inventory of and coordinates repair and maintenance on all station owned office machines and equipment; maintains records for and manages the inventory control of plant and minor property for the department.

(1) Support Services Section (Code 40122). Provides a full range of office service functions for the Supply Department; responsible for correspondence management, reports control, records management, mail distribution, duplicating control and records disposal. Coordinates printing requests and copying machine equipment utilization; maintains employee personnel records; prepares requests for personnel actions/reports; maintains directives control system; performs message and correspondence distribution, and monitors all outgoing

28 FEB 1997

correspondence; coordinates on- and off-station training and travel, monitors training requirements and funding and maintains and updates individual personnel training records.

c. Quality Assurance Branch (Code 4013). Provides a comprehensive quality assurance program for the entire department; recommends procedures to improve performance; performs the department's Safety, Physical Security, Disaster Preparedness and Fire Prevention programs; conducts scheduled and unscheduled physical counts of material on hand; reconciles physical count with stock, Uniform Automated Data Processing System (UADPS-U2) and NALCOMIS mechanized supply system and financial records; performs surveys on lost, damaged or discrepant stock material; performs causative research on stock inventory imbalances and recommends corrective action; performs physical inventory on all material (including Aviation Depot Level Repairables, pilferables and SERVMART) annually; conducts the physical inventory of all Bachelor Quarters furniture and Personal Support Equipment (PSE), and reconciles results with mechanized records; inventories and reconciles aviation repairable components in work in the Depot Avionics Repair Facility (ARF); reconciles Maintenance Assistance Modules (MAMs) and Test Bench Items (TBIs) held in the Aircraft Intermediate Maintenance Department (AIMD); conducts an annual inventory of the Ready Maintenance Support (RMS) bins; reconciles financial records with Supply records; performs in depth research on incoming Reports of Discrepancy and lost/misshipped material and initiates corrective action.

d. Planning and Systems Analysis Branch (Code 4014). Reviews and analyzes mechanized Supply systems; implements new and/or revised procedures and operating systems, and conducts studies relative to UADPS-U2 and NALCOMIS; supports UADPS-U2 program application; coordinates specialized Supply Department data processing and word processing requirements and utilization; maintains inventory of system ADP equipment and existing applications; provides technical expertise on system ADP hardware and telecommunications processing; schedules repair; provides on-the-job training for a variety of hardware; develops plans for long range personal computer life cycle management; maintains ADP security within the Supply Department by controlling and requesting passwords for access to Tandem Stock Point Logistics Integrated Communications Environment (SPLICE) Network; responsible for local mechanized supply systems and operating procedures; designs and develops new programs and improved systems for micro/mini computer processing; coordinates and resolves problems relative to UADPS-U2 and supply processing with NALCOMIS. Maintains liaison with Navy Inventory Control Points,

28 FEB 1997

Commander, Naval Air Force, U.S. Pacific Fleet (COMNAVAIRPAC), Fleet Material Support Office (FMSO) and other air stations regarding UADPS/NALCOMIS and various operating systems. Supports the Novell Local Area Network within the department.

e. NALCOMIS Branch (Code 4015). Manages the Station Naval Aviation Logistics Command Management Information System (NALCOMIS) and Uniform Automated Data Processing System (UADPS-U2) to include operation of NALCOMIS mainframe hardware and UADPS-U2 via the Novell Local Area Network; establishment of operating procedures; monitors daily operations and administration; schedules NALCOMIS and UADPS-U2 programs and distributes ADP products; monitors and maintains NALCOMIS on-line interface with Tandem SPLICE/UADPS-U2 mechanized systems; operates and manages the NALCOMIS Broadband Local Area Network (LAN); provides and coordinates NALCOMIS training for operators and system users; installs, replaces, configures and schedules repairs for all NALCOMIS hardware; submits trouble reports and requirements changes; maintains ADP security through password assignment; provides technical expertise on NALCOMIS ADP hardware and telecommunication requirements; maintains close liaison with Naval Management Systems Support Office (NAVMASSO), COMNAVAIRPAC, and Defense Mega Center (DMC) San Diego; plans and implements NALCOMIS system expansion and growth.

4. Personal Property Division (Code 402). Provides quality responsive services for the movement and storage of authorized military and civilian personnel's personal property; receives and processes applications for shipment of household goods and privately-owned automobiles; provides information to customers regarding procedures for shipment and the processing of claims in case of loss or damage; arranges for carrier pick up, delivery, inspection, packing, shipment and storage of household goods and automobiles; prepares and accomplishes bills of lading and maintains control records on status of shipments. Utilizes mechanized Transportation and Operations of Personal Property System (TOPS) and Do-It-Yourself Entitlement Automatic Loading System (DEALS) to expedite processing.

a. Customer Service Branch (Code 4021). Interviews applicants and advises them of entitlements; determines mode of transportation, contacts carriers, accomplishes bills of lading, and makes all arrangements for moves.

b. Quality Control Branch (Code 4022). Inspects incoming and outgoing household goods shipments; interviews claimants regarding damaged incoming shipments and assists in preparation of claim forms and processes invoices for payment.

28 FEB 1997

5. Combined Bachelor Quarters Division (Code 404). Provides quality berthing facilities for the Bachelor Officers Quarters (BOQ)/Chief Petty Officer Quarters (CPOQ) and Bachelor Enlisted Quarters (BEQ), including quarters management and administration, service desk operation and custodial services; performs facilities and grounds maintenance; maintains inventories and provides procurement of required cleaning supplies and equipment; maintains Personnel Support Equipment (PSE) inventories; assigns rooms and provides and maintains accountability; prepares and publishes rules, instructions, and reports for BEQ/BOQ personnel.

a. Bachelor Enlisted Quarters (Code 4041). Operates berthing facilities for enlisted personnel, including quarters management and administration, service desk operation, and custodial services; maintains inventory of personal effects; maintains an inventory of cleaning supplies and PSE; coordinates facilities maintenance; provides limited linen service; performs maintenance of adjacent grounds; maintains discipline within quarters; maintains financial reports of operation in accordance with regulations; prepares required reports.

b. Bachelor Officer Quarters (Code 4042). Provides room assignment and lodging for authorized personnel, procures equipment and supplies required for operation of the facility, maintains accountability; responsible for cleaning and maintaining rooms and space occupied by the BOQ/CPOQ, prepares and publishes rules governing facilities operation, maintains financial records of operation in accordance with regulations; prepares required reports; performs linen service.

6. Material Division (Code 405). Receives, protects, stores, issues, packs and ships material held in stores accounts and awaiting disposal.

a. Storage Branch (Code 4051). Receives into stores, issues and maintains proper storage, physical security, and care of material. Care of material includes inspection, as required to determine condition and preservation, incoming packaging and packing, and fitness of material for use; maintains shelf-life program; manages Material Turned into Store (MTIS); performs disposal/excess material processing functions; maintains records in storage area; certifies hazardous material shipments.

(1) SERVMART (Code 40511). Administers and operates the SERVMART and flight clothing storage and issue room; stocks and issues fast moving, low cost office supplies, tools and forms utilizing the Electronic Point of Sales (EPOS) system.

28 FEB 1997

b. Hazardous Minimization (HAZMIN) Center Branch (Code 4052). Administers and operates the HAZMIN Center; receives, issues, stores, delivers and picks up; accounts for hazardous material and containers for the Station; issues Material Safety Data Sheets; and monitors hazardous material procurement, usage, storage and shelf-life.

c. Receiving/Delivery Branch (Code 4053). Receives and checks incoming material; segregates and forwards material to proper designation; accomplishes incoming bills of lading covering loss and damage in transit and maintains records pertaining there to; inspects or coordinates inspection of material from vendors by using procurement document descriptions; provides local delivery of material.

d. Shipping Branch (Code 4054). Responsible for shipment of all material excluding household goods; contracts with commercial carriers for shipment; prepares bills of lading and institutes tracer action on shipments when necessary to assure prompt delivery to consignee; schedules, controls and coordinates shipment of material via commercial and government aircraft between NAS Lemoore to ships afloat and sea shore destinations.

e. Crating and Packing Branch (Code 4055). Certifies, preserves, packages, crates, packs, marks, blocks and braces as required for storage or domestic and oversees shipment of all material, including Class A, B and C explosives.

7. Inventory Management Division (Code 406). Performs inventory management and maintains control of all items carried in stock; controls issue and receipt transactions; provides procurement services; provides material support to on- and off-station customers; manages Navy Stock Fund (NSF) grants.

a. Stock Fund Management (Code 406B). Analyzes output lists and reports to verify status of Navy Stock Funds; prepares requests for supplemental grants as required; coordinates submission of semi-annual stratification report; analyzes allotment status reports including accounts payable, overage Material In Transit (MIT), overage Other Supply Officer (OSO) and posting irregularities, takes and/or coordinates corrective actions; coordinates reconciliations of NSF and OFC-50 obligations; acts as liaison for financial interfaces; analyzes daily referral lists for excessive costs and assures correct financial obligations result.

28 FEB 1997

b. Requirements Branch (Code 4061). Orders and expedites material for stock on board the Station. Determines range and depth of items to be carried in stock and negotiates Aviation Depot Level Repairable (AVDLR) allowances based on supporting documentation; establishes master stock item records; reviews stock receipt and issue transactions; expedites and follows-up on stock dues; declares stock excesses for disposition; prepares and submits stock status and special material inventory reports to Inventory Control Points and Integrated Item Managers; maintains contact with logistic agencies and supported customers for optimum stock effectiveness.

c. Customer Supply Services Branch (Code 4062). Provides the full range of receipt requisition processing services; provides open purchase status update, follow-ups and system cancellations of open purchase customer requests. Provides technical and requisition processing for customers located on the administrative side of Station.

(1) Receipt Control Section (Code 40621). Processes stock, Material Turned Into Store (MTIS) and Direct Turn Over (DTO) receipts to update mechanized files; indexes and microfilms receipt documents; prepares and submits Reports Of Discrepancies (ROD) on discrepant stock receipts; controls and maintains requisition files and records; monitors excess material offered to inventory control points to completion; establishes and maintains contract open order files; prepares and distributes rejection notices, inspection reports, and invoices covering receipts of material on government credit cards and government material from contractors; processes procurement and receipt documents; certifies and forwards contract and credit card invoices for payment by the proper paying office.

(2) Mainside Support Services Section (Code 40625). Provides technical research on open purchase requests for mainside customers; processes requisitions and performs expediting services and status; coordinates and completes outstanding requisition validations and quarterly material obligation validations for customers on the Administrative side of the Station.

d. Procurement Branch (Code 4063). Provides Small Purchase services (less than \$50,000); prepares and issues Blanket Purchase Agreements (BPA), issues calls against BPA's; prepares requests for quotations; negotiates with contractors; prepares and awards purchase orders; issues delivery orders utilizing Indefinite Delivery Type Contracts; places orders for material and services from open-end contracts and Federal Supply Service

28 FEB 1997

schedules. Manages the Station Credit Card Program; audits and monitors credit card buys; places orders for supplies utilizing government credit cards.

8. Aviation Support Division (Code 407). Provides direct support to fleet units, tenant activities, station departments, Navy Strike Warfare Center, CQ detachments and selected deployed units; serves as the single point of contact for Material Control Centers to obtain requirements for direct support of aircraft materials; provides comprehensive technical research; provides timely material delivery; accomplishes expediting services for installation and deployed squadrons; maintains a rotatable pool of repairable components; processes components requiring repair and return; manages pre-expended material and components Awaiting Parts (AWP); performs component control functions for repair or disposition of components.

a. Component Control Branch (Code 4071). Receives, stores and issues components in the repair cycle; determines the induction point and coordinates the scheduling of repairs.

(1) Local Repair Cycle Asset Section (Code 40711). Receives, stores and issues Aviation Depot Level Repairables (AVDLR) components under the rotatable pool concept.

(2) Repairables Tracking Section (Code 40712). Performs induction for repairable items and coordinates the scheduling of repairs; manages requisitions for material under the Repair and Return and Carrier Express programs; screens, inspects material and identifies salvaged, exchanged, returned material; receives retrograde material and maintains records of destination of material leaving the repair cycle; monitors retrograde repairable documents and maintains accuracy and timeliness of transactions on the AVDLR Carcass Tracking File; provides information in response to inquiries from Inventory Control Points regarding NON-RFI repairable assets.

(3) Awaiting Parts (AWP) Section (Code 40713). Requisitions, receives and stores requisitioned repair parts for AWP components; maintains outstanding requisition files; delivers components and repair parts to AIMD.

(4) Repair and Return Section (40714). Receives aviation material for repair; tracks, expedites and returns material after repair to various ships and shore activities.

b. Operations Customer Support Branch (Code 4072). Receives requisitions, determines availability, follows-up and expedites

28 FEB 1997

material for installation squadrons and deployed carriers and delivers material to local customers; provides squadron pre-expended material support; and technical research and identification of requested material and viable substitutes.

(1) Customer Support Section (Code 40721). Receives and processes requisitions, including telephone and message referrals, for material for on- and off-station customers; determines availability and provides supply status to the requestor. Follows-up, expedites and monitors high priority material requests determined to be unavailable locally; diverts critical material receipts to users with highest urgency of need; compiles, reviews and distributes NMCS/PMCS/AWP Listings to supported units; follows-up, expedites and monitors high priority material requirements for deployed carriers as part of functional wing (COMSTRKFIGHTWINGPAC) efforts.

(2) Material Delivery Unit (Code 40722). Operates delivery unit for expeditious delivery of high priority material to aviation units.

(3) Carrier Express Unit (Code 40723). Expedites material for deployed carriers and squadrons on detachments.

(4) Technical Research Section (Code 40724). Provides technical information, advice and assistance regarding the identity, interchangeability and substitutability of components and repair parts for aircraft and general supply items; screens and codes request documents; identifies and classifies unidentified material, and maintains a library of technical manuals, microfilm, microfiche, directives and specifications; provides technical guidance regarding removal of components and systems-critical aeronautical parts from stricken aircraft; provides technical (commercial) descriptions of items for purchase actions and technical and contract history for Price Fighter challenges.

(5) Ready Maintenance Stores Unit (Code 40725). Requisitions and replenishes fast moving, low cost, pre-expended material and maintains pre-expended material records.

9. Food Service Division (Code 408). Administers and operates the Enlisted Dining Facilities (EDF).

a. Leading Mess Management Specialist (Code 408A). Responsible to the Food Service Officer for the proper functioning of the Division; directly supervises all galley and related food service spaces; supervises all personnel assigned to the galley.

28 FEB 1997

b. Administration Branch (Code 4081). Performs a full range of administrative services and requisitions material to operate Food Service facilities. Performs cash collection accountability and maintains records; orders, receives and issues bulk provisions.

(1) Records Unit (Code 40811). Maintains food service records, performs subsistence accounting, prepares surveys, correspondence, reports and subsistence returns; performs cash collection function and maintains cash accountability.

(2) Bulk Provisions Unit (Code 40812). Requisition subsistence stock for EDF, receives, properly stores and protects, inventories and issues food items.

c. Main Galley (Code 4082). Prepares and serves meals in the Main Galley; prepares menus, watches and daily activity records; maintains equipment; requests required maintenance on equipment and facility; operates sculleries, maintains sanitation standards; trains personnel; operates bake shop, vegetable preparation and meat preparation facilities.

d. Branch Galley (Code 4083). Prepares and serves meals; maintains equipment; requests required maintenance; operates sculleries, performs and maintains sanitation; operates vegetable preparation facility; provides meals by truck to military personnel who cannot leave their workcenters.

e. Hospital Galley (Code 4084). Receives food from Main Galley which requires minor preparation; serves meals; maintains equipment and requests maintenance; operates sculleries, cleans spaces.

10. Fuel Division (Code 409). Provides an integrated supply operation for petroleum and cryogenic products; maintains operator level maintenance on the distribution system; delivers and accounts for all products issued to aircraft and mobile equipment; maintains physical security, safety, training, and quality surveillance programs; plans and initiates requests for repairs, upkeep and improvements; provides Joint Airlift Information Services (JALIS), Air Terminal and Transient Line services.

a. Mechanical Operations Branch (Code 4091). Operates facilities and equipment for receiving fuel via pipeline and highway transport; operates vehicular service station; stores

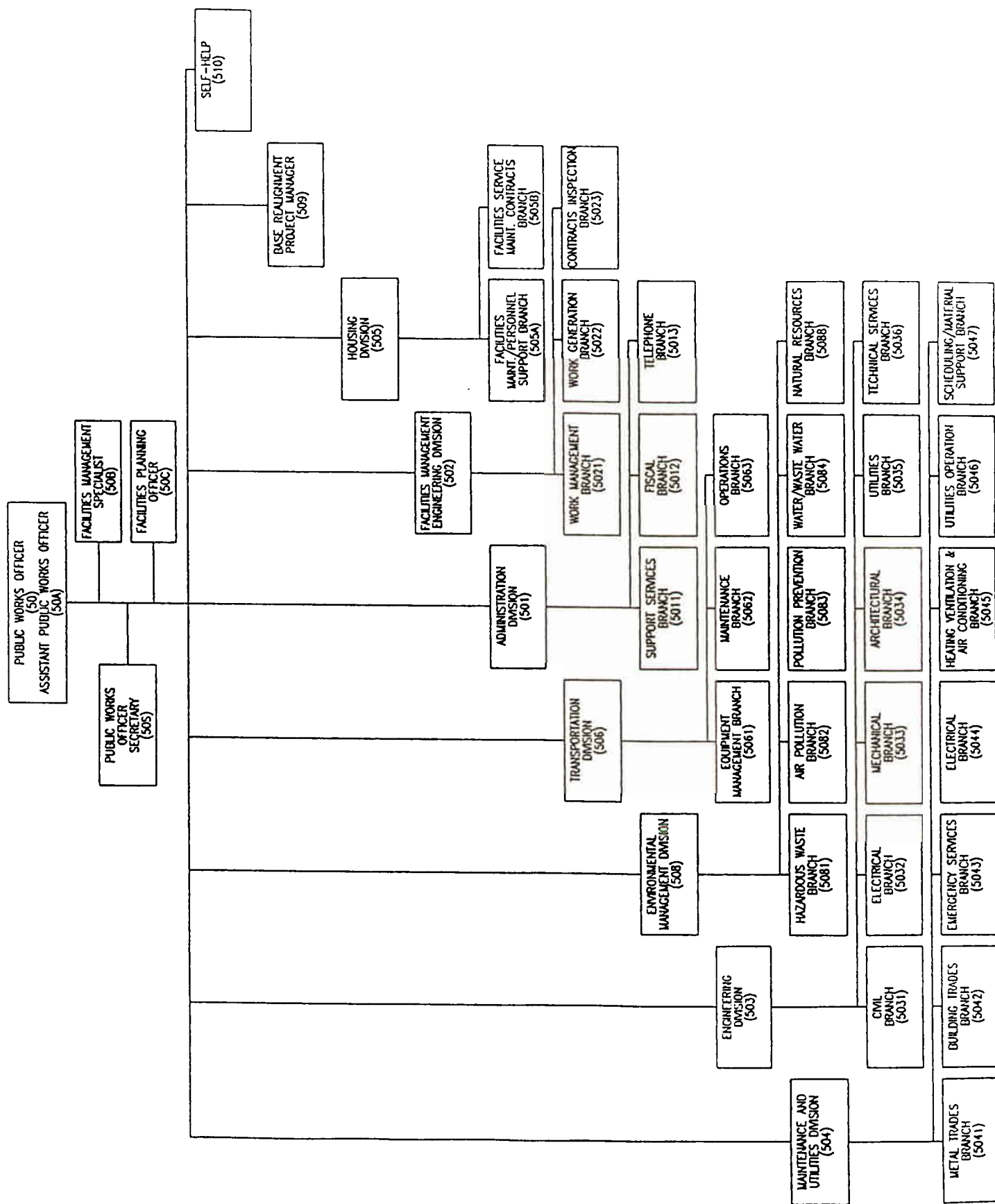
28 FEB 1997

gasoline, jet fuels, fuel oils, and bulk aviation lubricating oil; maintains and operates the bulk liquid, oxygen and nitrogen plant; responsible for inspection, surveillance and quality of all POL received, stored and transferred at NAS Lemoore; coordinates the fueling safety and training program.

b. Fuel Inventory Control Branch (Code 4092). Provides inventory control and documentary accountability of all petroleum and cryogenic products received, stored or issued; maintains financial accountability of BP-38 and OFC-50 funds; orders operating supplies and stock materials; performs clerical functions.

c. Aircraft Service Branch (4093). Operates the facilities and equipment for aircraft refueling and servicing, cargo handling and passenger service; maintains refueling equipment, air terminal and transient line facilities; organizes and plans daily operations for passenger, cargo and transient aircraft services; performs truck distribution of ground products; provides long and short range planning utilizing the Joint Airlift Information System (JALIS) to satisfy air transportation requirements for passengers and cargo to meet station, squadron, tenant activity and medical evacuation needs.

**PUBLIC WORKS
DEPARTMENT**



28 FEB 1997

1. **Public Works Officer (Code 50).** Provides maintenance of class I, II, III and IV property, utility operations, vehicle operations and maintenance, family housing maintenance and service, telephone service, engineering service, environmental service, facilities support contract administration and facilities short and long range planning.
2. **Assistant Public Works Officer (Code 50A).** Assists the Public Works Officer in the performance of his duties and keeps him fully informed of matters concerning the department.
3. **Facilities Management Specialist (Code 50B).** Primary point of contact between Public Works and customers for all customer work requirements. Provides technical, administrative, planning evaluative and budgetary assistance in work accomplishment.
4. **Facilities Planning Officer (Code 50C).** Responsible for performance of facility planning and programming functions for class I and II Plant Property, Special Projects, and Military Construction (MCON) Coordination.
5. **Administrative Division (Code 501).** Provides administrative assistance and services to the department for all matters pertaining to Public Works' mission, functions and tasks, organizational structures, procedures, methods, civilian personnel, support services, reports and statistics, budget and finance, materials and services purchases, and operation of telephone exchange.
 - a. **Support Services Branch (Code 5011).** Responsible for correspondence management, reports control program, records management program, procurement of minor property, maintains employees record cards, prepares requests for personnel actions reports, coordinates physical examination requirements for Public Works personnel, maintains timekeeping records, maintains Public Works organizational charts, tags and issues plant account property for Public Works Department, triennial inventory of Public Works Plant Account Class III and IV.
 - b. **Fiscal Branch (Code 5012).** Responsible for the development and preparation of the Facilities Management Resources Budget and Station operating costs for the Public Works Department, establishment of planned estimates/targets, memorandum accounting for OPTAR and reimbursable accounts, provides funds status, prepares requests for material and contractual services and maintains document control, projects utilities consumption and costs/submits utility bills to Defense Accounting Office-Cleveland (DAO-CL) for payment.

28 FEB 1997

c. Telephone Branch (Code 5013). Provides telephone communication service to NAS Lemoore departments and tenant activities. Receives, reviews and assures correct charges on station telephone bill.

6. Facilities Management Engineering Division (Code 502).

Integrates the maintenance workload program of the Public Works Department by performance of the following functions: long range planning and resource management, work generation and inspection; short range load planning, shop planning, material requisitioning, and monitoring of jobs in progress. Prepares preliminary designs and estimates for facilities projects, conducts special field studies. Prepares all minor construction and maintenance contracts for which the department is responsible.

a. Work Management Branch (Code 5021). Responsible for development of all resources for Maintenance of Real Property and related station operations requirements, including Annual Inspection Summary (AIS), management and coordination of all Public Works Management Automation/Automated Data Processing (PWMA/ADP) system functions, analysis and evaluation of productivity of the Public Works work force and analysis of current and future manpower needs, life cycle receipt, recording and tracking of work requests, shops generated inspection reports, maintenance and service contracts, facility special projects and engineering service contracts. Responsible for development of the short range shop load plan, master (six-week) schedule and weekly schedules for accomplishing Preventive Maintenance Inspection (PMI), specific and minor work orders.

b. Work Generation Branch (Code 5022). Responsible for development of all job orders and special project requirements documents, establishment and maintenance of facility history files and maintenance/repair backlog files, development, execution and control of the Shore Facilities Inspection Program, identification, requisition, receipt and control of material and equipment needed for work accomplishment.

c. Contracts Inspection Branch (Code 5023). Responsible for day to day management of the activity's Facility Service Contract program. The QAE's perform the actual surveillance of the contractor's performance and report to the FSCM. They provide guidance to the specification writers to ensure contract requirements are described in a manner which enable the Government to objectively assess performance. The specification

28 FEB 1997

writers and contract specialist are responsible for converting the customers needs into proper contract language and format. Their final product will be a complete facility support contract ready for advertising and award by ROICC.

7. Engineering Division (Code 503)

a. Civil Branch (Code 5031). Responsible for the performance of the functions noted in Engineering Division as indicated by branch title.

b. Electrical Branch (Code 5032). Responsible for the performance of the functions noted in Engineering Division as indicated by branch title.

c. Mechanical Branch (Code 5033). Responsible for the performance of the functions noted in Engineering Division as indicated by branch title.

d. Architectural Branch (Code 5034). Responsible for the performance of the functions noted in Engineering Division as indicated by branch title.

e. Utilities Branch (Code 5035). Responsible for the performance of the functions noted in Engineering Division as indicated by branch title.

f. Technical Services Branch (Code 5036). Responsible for support of other Engineering branches.

8. Maintenance and Utilities Division (Code 504). Directs and coordinates the operation of Maintenance and Utilities Division, and maintains liaison with other components of the activity on utilities and maintenance matters. Controls the performance of all preventive maintenance, corrective maintenance, repair, alteration and minor construction activity for all station public works. This includes maintenance and repair of facilities such as buildings and structures, improve grounds and surfaced areas, public utilities such as electrical plants and distribution systems, potable water production and distribution systems, steam and heat generation plants and systems, ventilation air conditioning and refrigeration plants and systems, natural gas and fuel storage and distribution systems, industrial and sanitary waste collection and treatment systems. Operates various station utility plants and systems.

28 FEB 1997

a. Metal Trades Branch (Code 5041). Responsible for the function in Maintenance and Utilities Division requiring welding, plumbing, sheet metal work, pipe fitting, machinist related trades and less skilled maintenance work.

b. Building Trades Branch (Code 5042). Responsible for the functions noted in Maintenance and Utilities Division requiring carpentry, masonry, painting, concrete work, roofing, laborers, gardening and related trades.

c. Emergency Services Branch (Code 5043). Responsible for performing all emergency/service work requiring carpentry, electrical work, pipe fitting and plumbing, mechanical equipment repair and locksmith services. Provides preventive and corrective maintenance for all installed Class "C" property in BEQ's and Enlisted dining facilities. Provides support to other shops in special case situations.

d. Electrical Branch (Code 5044). Responsible for the functions noted in the Maintenance and Utilities Division requiring electrical and electronic trades work. This includes work on high voltage and low voltage primary and emergency electrical power distribution systems, street and building lighting systems, airfield lighting systems, intrusion, fire and smoke alarms systems, emergency lighting devices, grounding receptacles and navigation aids, 400 Hertz power generation and distribution systems, various electronic control (VAREC) fuel telemetry system and various electrical and electronic control devices used in the various utility plants and systems.

e. Heating, Ventilating and Air Conditioning Branch (Code 5045). Responsible for the functions noted in the Maintenance and Utilities Division requiring air conditioning and refrigeration trade work. This includes work on air conditioning, evaporative coolers and air handlers, air conditioning plants and systems, chilled water plants and systems, hot water, steam and heating boilers and systems. The work also involves maintenance, repair and calibration of various types of electrical, pneumatic and electronic controls used in heating, ventilation, refrigeration and air conditioning systems.

f. Utilities Operation Branch (Code 5046). Responsible for the operation and operational maintenance of various Station utility plants and systems. This includes the primary water treatment plant and potable water distribution systems, sewage and industrial waste water collection and treatment facilities, chemical treatment of swimming pools, pest control services, industrial air plant and systems and numerous air compressors.

28 FEB 1997

g. Scheduling/Material Support Branch (Code 5047).

Schedules upcoming work for all shops, determines priorities based on manpower and material resources. Receives inventories and stores all materials for scheduled work. Stages and issues material when job is issued. Receives residual material and maintains inventories to support emergency or future scheduled work.

9. Housing Division (Code 505). Responsible for the development, administration and on-site supervision of housing project operation and maintenance evolutions.

a. Facilities Maintenance and Personnel Support Branch (Code 505A). Prepares and implements plans for the operation and maintenance of 1,589 Family Housing Units and related property. Translates plans and programs into specific maintenance requirements for accomplishments by either station forces or contractors. Develops plans for and directs recurring inspection of quarters, buildings, grounds, roads, etc., to identify maintenance priorities for work accomplishments. Prepares Monthly Housing Cost Reports and Facility Housing Annual Budget Plan including mid-year review, for the entire Family Housing Division and 1,589 units with O&M funding of approximately \$12,000,000. Develops plans and guidelines for occupant maintenance programs, provides occupant service. Provides liaison with the Facilities Management Engineering Division, maintenance contractors, and contract representatives and Resident Officer in Charge of Construction (ROICC) to obtain prompt recurring maintenance and repair of Navy Family Housing facilities. Maintains facility history records. Develops long and short range Family Housing maintenance and repair programs. Manages the Family Housing furnishings and Self-Help Store with an inventory of approximately \$300,000. Provides periodic inspections of dwelling units, equipment, grounds, streets, utility systems, and inventory control of Family Housing furnishings per the provisions of NAVFAC P-930 Housing Manual. Performs administrative functions related to the assignment and termination of assignment of 1,589 units of Navy Family Housing. Determines eligibility of applicants to reside in public quarters, maintains occupancy records, receives occupant requests and complaints and takes appropriate corrective action to resolve valid complaints. Accumulates occupancy data relating to the number of move-ins, move-outs, rent days lost, etc. Prepares semi-annual Housing Utilization and Occupancy reports. Prepares and conducts formal annual family and unaccompanied personnel housing surveys. Maintains waiting lists for each category of housing. Prepares census data. Housing Referral Functions:

28 FEB 1997

Provides military personnel authorized to reside in the civilian community with personalized and conveniently available service to assist them in locating suitable, non-discriminatory, off-base housing. Maintains up-to-date listings of rental housing in local communities which is available to and within the economic reach of military personnel. Conducts periodic surveys to determine specific housing requirements under various base loading plans. Inspects property submitted for listing when there is a question of suitability based on environmental conditions, including health and safety inspections. Off-base housing assets in local communities occupied by NAS Lemoore military personnel with families total approximately 2,900.

b. Facilities Service Maintenance Contracts Branch (Code 505B). Responsible for coordination, facilitation of the day to day administrative procedures involved in the family housing service contracts evolution. This branch will provide surveillance for all service maintenance contracts within the family housing area of responsibility.

This branch will function under the direction of the Housing Director, and will perform all quality assurance functions for grounds, family housing service maintenance contract, roads and streets, refuse, and other service maintenance contracts.

This branch will develop quality assurance (QA) plans in conjunction with performance work statements for family housing contracts, assist in the development of all government estimates for housing, assist in pre-bid conferences, pre-award surveys, issue discrepancy reports, prepare and process work authorizations, perform all quality assurance inspections for housing, monitor the contractual labor requirement, recommend certification of contracts payments and deduction for non-compliance, provide the prime liaison for all housing service maintenance contractors, and provide inspection, investigation, and proposed solution(s) of all family housing complaints dealing with the contractors and/or contractor's services. The family housing management information system "FAMIS" will be utilized to track service calls, outstanding work, inspections, times/dates, accomplished work, etc.

10. Transportation Division (Code 506). Provides transportation and equipment to all components of the activity, operates vehicle and equipment pool and passenger and freight transport systems (scheduled and unscheduled), maintains automotive, construction, railroad, mobile fire fighting, materials handling, and weight handling equipment, schedules and performs preventive maintenance inspection land service, determines maintenance and repair required on assigned equipment, prepares shop Repair Orders and

28 FEB 1997

assigns job time standard hours, schedules the work and performs in-process and final inspection of such work, provides maintenance management of weight handling equipment per NAVFAC P-307, controls actual maintenance man-hour input per Naval Facilities Engineering Command (NAVFACENGCOM) established standards of NAVFACENGCOM adjusted standards, performs major overhaul of non-USN numbered aircraft ground support equipment per Naval Air Systems Command (NAVAIRSYSCOM) standards when designated, performs cost control functions as prescribed by NAVCOMPT Manual, Volume III, Chapter 7, and performs transportation utilization analysis and reporting per NAVFAC P-300. Collects and disposes of garbage, trash and refuse. Operates and maintains landfill site. Administers drivers training and government vehicle licensing program. Maintains current maintenance and service records on equipment required for compiling reports and justifying equipment replacement.

a. Equipment Management Branch (Code 5061). Responsible for maintaining an accurate inventory record of all transportation vehicles and material handling equipment. Maintains all vehicle assignments, receives all new equipment, and disposes of overage equipment. Reviews and evaluates requests for initial or increase of vehicle authorization based on submitted justification. Provides technical assistance to all activities on available transportation services, equipment utilization, budgeting for equipment rental, equipment allowance submission, and the proper types of equipment available as Navy procurement.

b. Maintenance Branch (Code 5062). Provides for adequate shops, equipment and personnel for the service, maintenance and repair of the equipment listed in the functions of the Transportation Division. Performs quality control inspections.

c. Operations Branch (Code 5063). Dispatches passenger carrying vehicles, truck and U-Drive vehicles, provides operators for heavy and light freight moving, trash collection, bus service, and runway/street-sweeping service. Provides and operates construction and earth moving equipment, also cranes, rigging and hoisting service to the station and tenant activities. Administers the automotive driver training and government vehicle operator's licensing program. Provides and operates weight handling equipment. Operates and maintains borrow pit.

11. Environmental Management Division (Code 508). Provides guidance, equipment and funding to various station operations to assure compliance with Federal, State, and Local environmental laws. Oversees the safe closure of 17 Installation Restoration (hazardous waste) sites located on station.

28 FEB 1997

a. Hazardous Waste Branch (Code 5081). Responsible for collecting, packaging and disposing of all hazardous waste generated on station. Responsible for hazardous waste record keeping, training of waste generators, payment of fees to the State of California and other hazardous waste management functions.

b. Air Pollution Branch (Code 5082). Responsible for management and oversight of the station's 100 air pollution permits issued by the State of California. Responsible for interpretation of State air pollution laws and providing training to station operators of air pollution devices.

c. Pollution Prevention Branch (Code 5083). Responsible for management and oversight of the station's 40 underground fuel storage tanks and 20 aboveground storage tanks in regards to their permit conditions. Permits are issued by the State of California. Responsible for solid waste generation tracking for reporting and reducing purposes. Responsible for implementing the station's Pollution Prevention Plan for reducing hazardous and solid wastes by 50% each. Responsible for meeting requirements of the station's stormwater discharge permit issued by the State of California. Responsible for the emergency contingency planning for oil and hazardous substance spills.

d. Water/Wastewater Branch (Code 5084). Responsible for sampling and testing of water generated at the station's three water treatment plants. Responsible for sampling and testing of hazardous materials and wastes. Responsible for identifying and submitting environmental improvement projects for the water treatment plants.

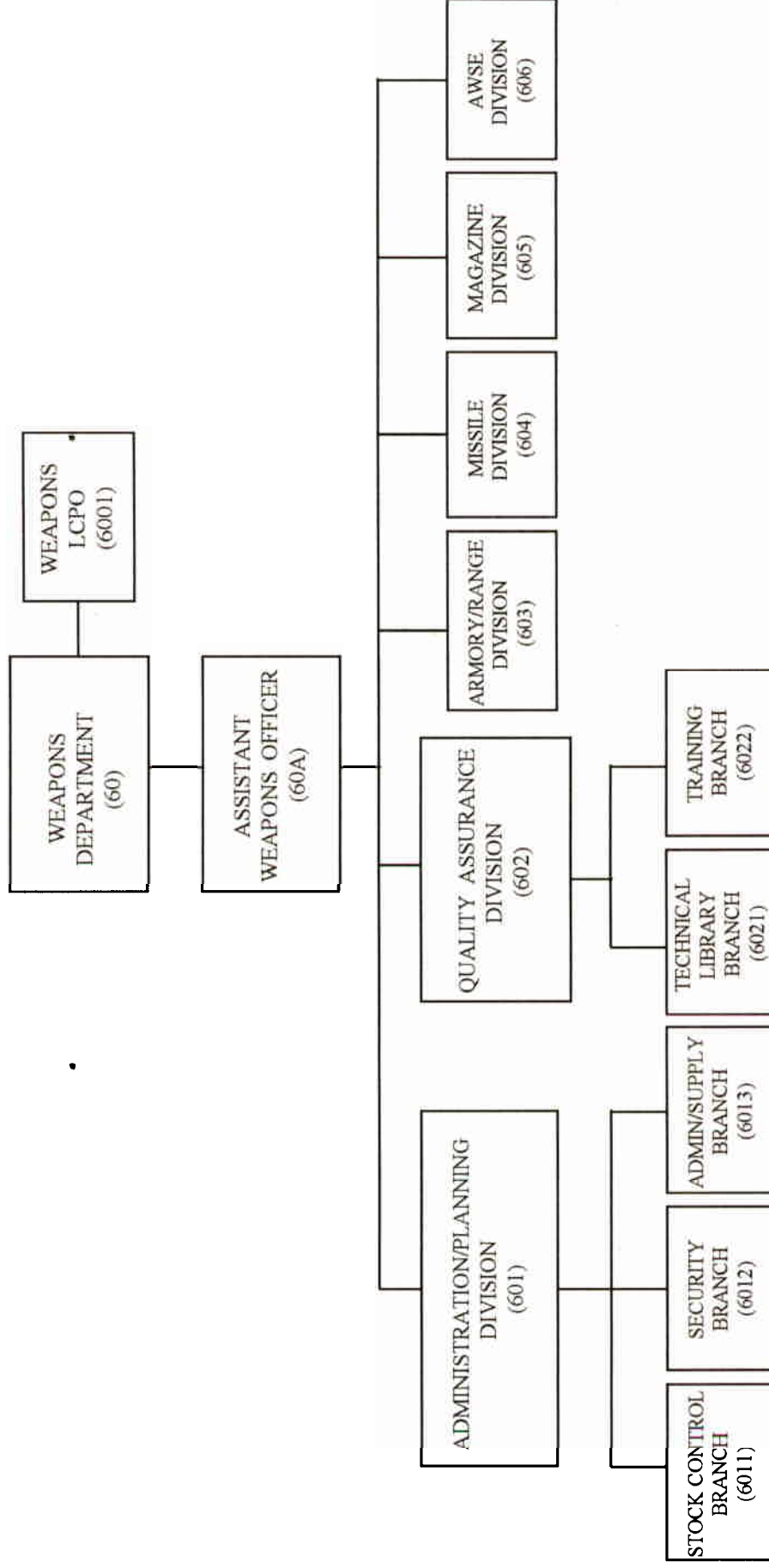
e. Natural Resources Branch (Code 5088). Responsible for oversight of the station's 14,000 acres of leased farming lands. Responsible for the station's wetlands, endangered species, historic locations management. Prepares all the station's Natural Environmental Policy Act (NEPA) documentation and pest management documentation.

12. Base Realignment Project Manager (Code 509). Serves as Project Officer for the implementation of the realignment actions as a result of Base Realignment and Closure (BRAC) actions. This organization is the focal point for all realignment issues serving as project manager, facilitator, mediator, troubleshooter, and communication liaison between the various NAS Lemoore departments, tenant activities, their NAS Miramar counterparts, resource sponsors, engineering/construction agencies, and commercial design firms.

28 FEB 1997

13. Self-Help Center (Code 510). Directs, coordinates, tracks, and inspects all Self Help projects that are initiated and completed by station personnel. It is geared toward improving the overall quality of life for sailors and civilians, working on the base by allowing them to improve their work area's through painting and renovating their spaces. The quality control staff works directly with the 1st Lieutenant Division of squadrons, departments, and tenant commands on the base to ensure the work is being completed using proper construction techniques and standards. We also have a technical assistance team that will work directly with the customer on projects that may be outside the abilities of the prospective crew.

WEAPONS DEPARTMENT



28 FEB 1997

1. Weapons Department (Code 60). Procures, receives, stores, assembles, maintains and issues all ordnance authorized for use and support of the fleet units and tenant activities. Operates a Small Arms Range; maintains secure storage facilities for military and privately owned small arms.

2. Weapons Leading Chief Petty Officer (LCPO) (Code 6001). Coordinates department responsibilities in military matters and functions.

3. Assistant Weapons Officer (Code 60A). Acts as Weapons the Officer in his/her absence. Provides continuity for the department and directs the operation of the department.

4. Administration/Planning Division (Code 601). Provides administrative and clerical services for the department; plans and coordinates workload schedules for the department; evaluates production methods, processes, procedures and develops improvements; coordinates requisitioning of material; controls utilization of assigned ordnance and transportation equipment; maintains liaison with aircraft maintenance; initiates requests to bring stocks to authorized levels; coordinates department budget; maintains required financial records.

a. Stock Control Branch (Code 6011). Maintains stock records on all ammunition, missiles, and dunnage related stock, orders ammunition, coordinate all issue and receipt of ammunition with tenant commands.

b. Physical Security Branch (Code 6012). Administers Physical Security and Loss Prevention programs. Provides training and maintains the Intrusion Detection System (IDS). Assures compliance with Automated Data Processing (ADP) instructions. Acts as Security Manager administering the Information and Personnel Security Program for the Weapons Department.

c. Administration/Supply Branch (Code 6013). Performs all clerical functions of the Administrative Division, orders supplies (excluding ammunition), maintains financial and associated records.

5. Quality Assurance Division (Code 602). Ensures safety regulations are adhered to during all evolutions. Develops and conducts quality control and internal audit reviews throughout the full range of weapons operations. Ensures Technical Library and training records are maintained.

28 FEB 1997

a. Technical Library Branch (Code 6021). Maintains the Technical Publications Library.

b. Training Branch (Code 6022). Schedules and administers training; maintains training records.

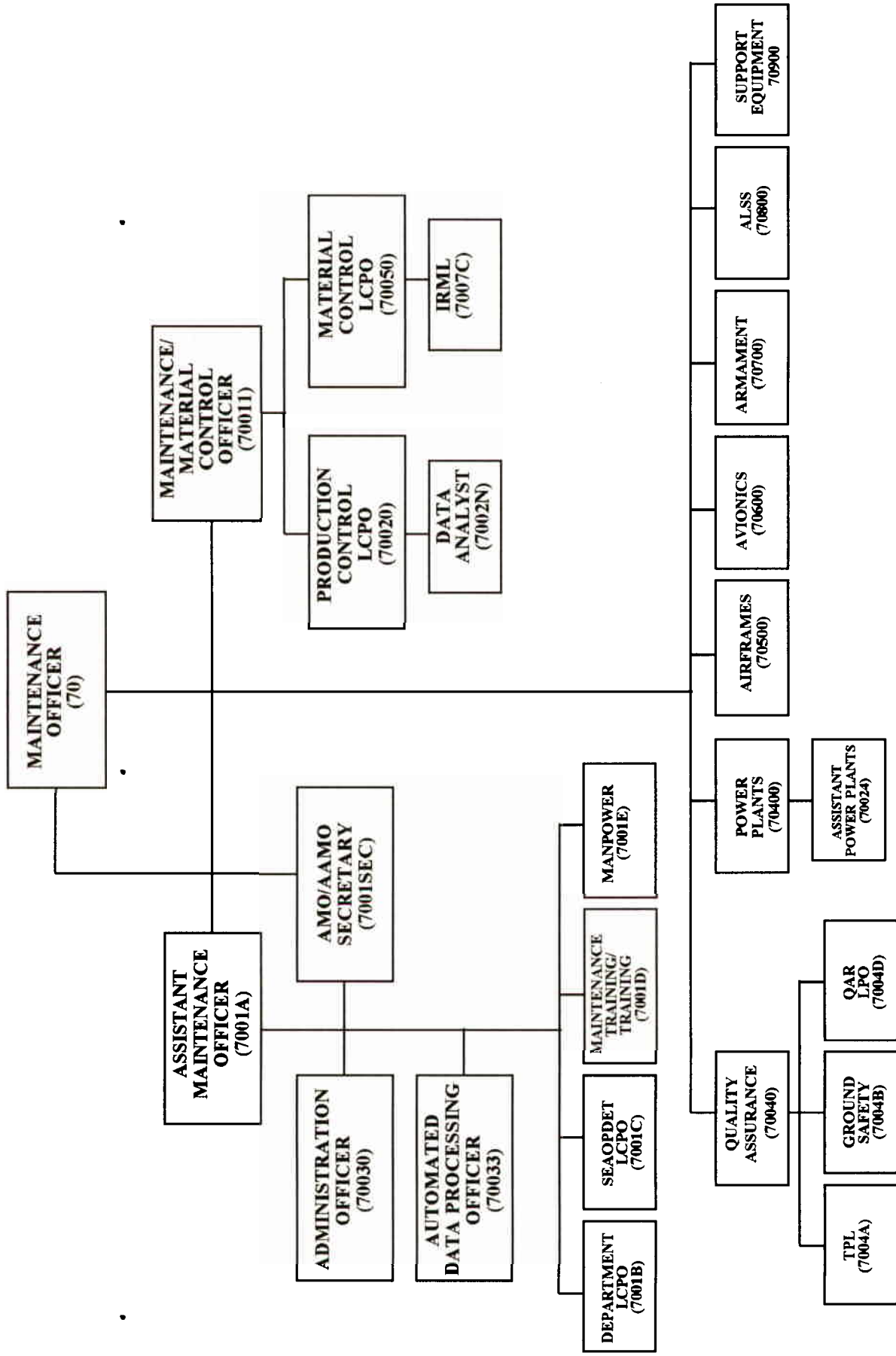
6. Armory/Range Division (Code 603). Receives, stores, inventories, maintains and issues small arms. Provides secure storage for privately owned weapons. Provides instruction in the care and use of military small arms. Operates and maintains the small arms range.

7. Missile Division (Code 604). Assembles CATM Sidewinders, issues, receives, stores, tests, repairs and maintains guided missiles and components.

8. Magazine Division (Code 605). Receives, stores, assembles, repairs, issues and maintains ammunition components.

9. Armament Weapons Support Equipment Division (Code 606). Performs intermediate level maintenance and maintains records on designated Armament Weapons Support Equipment. Administers the sub-custody program for issue and use.

**AIRCRAFT INTERMEDIATE
MAINTENANCE
DEPARTMENT**



28 FEB 1997

1. Aircraft Intermediate Maintenance Department (Code 70) (010).

Performs aircraft maintenance functions as specified in appropriate Naval Aircraft Maintenance Program directives and/or higher authority, to include intermediate level maintenance of transient station aircraft with its associated equipment and intermediate level maintenance of tenant aircraft with its related equipment.

2. Assistant Maintenance Officer (Code 7001A) (01A). Makes recommendations to the Maintenance Officer (MO) for improved departmental policies and ensures that efficient and full use is made of the capabilities and facilities of the department. Ensures staff divisions conform to established policies, initiating or reviewing correspondence requiring executive action or special attention by the department, and reviewing correspondence prepared for the signature of the MO or higher authority. Determines apportionment of maintenance personnel assigned to the department and monitors/coordinates the assignment of temporary additional duty (TAD) personnel within the department, ensuring that personnel assigned TAD to the AIMD are used only in support of the I-level maintenance effort and within the normal spectrum of their technical specialties. Has direct authority over division officers for administrative matters only.

3. Leading Chief Petty Officer (Code 7001B) (01B). Provides monitoring of people programs concerning morale and welfare, ensuring a smooth flow of check-in, indoctrination procedures, and general communication throughout the department. Serves as Department Career Counselor, Public Affairs Officer, and Command Recognition and Awards Chairman.

4. Sea Operational Detachment (SEAOPDET) Leading Chief Petty Officer (Code 7001C) (01C). Provides administrative services for all SEAOPDET components. Liaison with supported CV/CVN AIMD Officers and carrier airwing/NAS Lemoore squadron representatives concerning airlift/surface lift of SEAOPDET personnel and records. Serves as Department PASS Liaison Representative.

5. Maintenance, Personnel and Training Coordinator (Code 7001D) (01D). Assists and advises the MO in the areas of enlisted performance, billet requirements, training, and manning within the department. Makes recommendations to the MO concerning improvements to performance/productivity programs, manpower requirements and utilization planning, and human resources policies, ensuring that all divisions conduct training sessions to improve quality of performance and to enhance promotional

28 FEB 1997

opportunities of assigned personnel. Participates in the assignment of senior petty officers within the department, and directs periodic inspections of assigned spaces and personnel. Acts as liaison between other activities/departments in regards to personnel TAD and training matters.

6. Maintenance Administration (Code 70030) (030). Provides administrative services and clerical support for all staff and productive divisions in the department. Serves as liaison for department civilian employees concerning civilian personnel matters.

7. Automated Data Processing (Code 70033) (033). Manages and maintains all hardware and software that makes up the departmental personal computer network.

8. Maintenance/Material Control Officer (Code 70011) (011). Plans, directs, schedules, coordinates, and supervises the production effort of the department; maintains liaison with supported activities to ensure the department productive capacity is compatible with workload requirements; coordinates the ordering, receipt, and delivery of material, the administrative screening, scheduling and control of processed components, and the control and usage of funds provided by the department. Acts as AIMD Individual Material Readiness List (IMRL) Manager managing the inventory and accountability of all department equipment. Has direct authority over division officers for production matters only.

a. Production Control (70020) (020). Plans, directs, schedules, coordinates, and supervises the production effort of the department.

b. Analyst (Code 7002N) (02N). Provides qualitative and quantitative analysis information to the Maintenance Officer in order to enable him to continually review the management practices within the organization.

c. Material Control (70050) (050). Plans, requisitions, and expedites material and equipment required for the department's workload; establishes and monitors department procedures for ensuring accountability for tools, materials, and equipment; performs department budget and accounting record keeping.

(1) Aeronautical Material Screening Unit (AMSU) (05A). Screens all defective and overaged material generated by tenant organization activities, department production divisions or the supply system for repair capability; delivers the repairable

28 FEB 1997

components to the appropriate production for technical screening/repair; approves for turn-in those items beyond repair capability; established pick-up and delivery points for all material required or turned in by the production division. Serves as the focal point and the primary controller of the overall Individual Component Repair List (ICRL) program within AIMD. Responsible for maintaining files and records, initiated Source Maintenance and Recoverability (SM&R) codes change requests in the format for command release from inputs received from each division/work center. In addition, updates SM&R codes appearing on the ICRL based on approved changes noted during the correspondence routing sequence set forth above.

(2) IMRL/Accountable Equipment Manager (05C). Manages the Aircraft Maintenance Material Readiness List (AMMRL) program for the department. Requisitions, receives, controls, and reports IMRL items/equipment; administers equipment inventory and plant account custody program.

9. Power Plants Division (Code 70400) (400). Provides intermediate level maintenance, including first, second, and third degree level of maintenance on designated jet engines and rotary wing dynamic drive systems. Provides Aerial Refueling Stores "I" Level Maintenance including inspection and repair of Air Refuelling Storage (ARS) components. Provides oil analysis for the strike fighter community.

10. Airframes Division (Code 70500) (500). Performs intermediate level maintenance on structural, hydraulic, and aeronautical components, including jet engine control, painting composite repair, and tire building/teardown.

11. Avionics Division (Code 70600) (600). Provides for intermediate level electronic maintenance, calibration, and qualification services for fleet units, assigned activities and for other units when required or directed.

12. Armament Equipment Division (Code 70700) (700). Performs intermediate level maintenance on designated armament equipment including bomb racks, launches, and gun systems. Administers the "K" Pool of Airborne Armament Equipment (AAE) for COMSTRKFIGHTWINGPAC.

13. Aviation Life Support Systems Division (Code 70800) (800). Performs intermediate level maintenance on parachutes, survival equipment associated components and aircraft oxygen systems for tenant activities.

28 FEB 1997

14. Support Equipment (SE) Division (Code 70900) (900). Provides intermediate level maintenance on common ground equipment (rolling stock yellow gear) and their related associated components. Administers the subcustody program for issue operation, and use. Provides towing, starting, and maintenance requirements for supported activities through SE Pool.

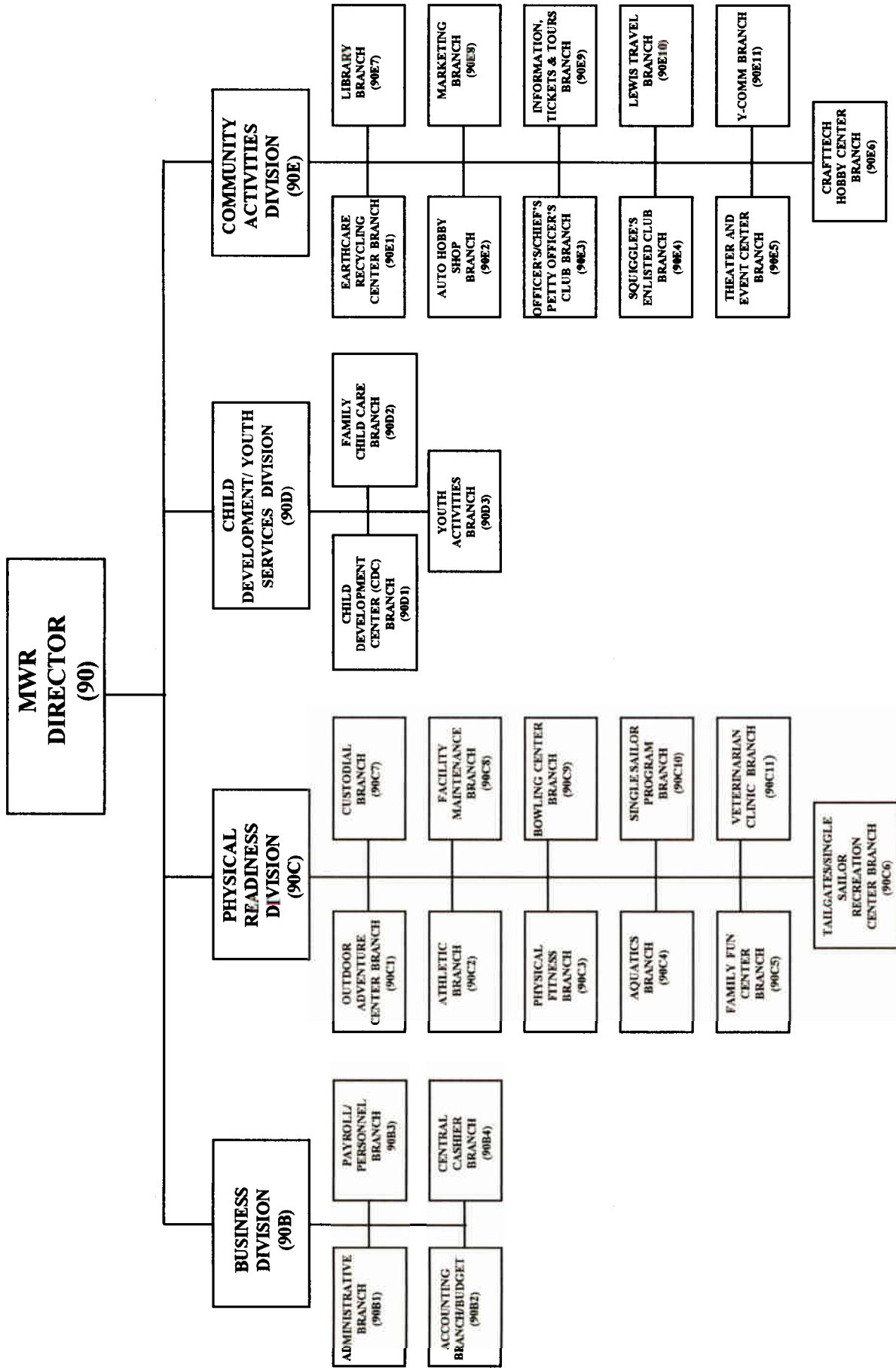
15. Quality Assurance/Analysis (Code 70040) (040). Administers a program to ensure that the highest practicable quality of aviation equipment is released by the department for service use. Included are: quality indoctrination of production, personnel, quality requirements in maintenance instruction, monitoring, and inspection of production work. Maintains the technical library for the department.

a. Technical Publication Librarian (Code 7004A) (04A). Administers and maintains the master technical library for aeronautical equipment.

b. Ground Safety (Code 7004B) (04B). Responsible for the overall Navy Safety and Occupational Health Program.

c. QAR Verification (Code 7004D) (04D). Responsible for Quality Assurance Representatives (QAR) and Collateral Duty Inspector Program for the department.

**MORALE, WELFARE AND
RECREATION DEPARTMENT**



28 FEB 1997

1. Morale, Welfare and Recreation (MWR) Department (Code 90).

The MWR Department operates and maintains over 25 different facilities, open 18 hours a day, 365 days a year which contribute to military mission by effectively promoting and maintaining the mental and physical well-being of military and civilian personnel. MWR programs cover a wide variety of activities including community support, child care, crafts, entertainment, physical fitness, and youth and family recreation. The Moral, Welfare and Recreation Department provides services for the Navy Sailor, family unit, retirees, reservists and DOD civilians designed to enhance quality of life, contribute to the community, enrich the living and working environments, and foster a sense of community.

2. Business Division (Code 90B). Develops, coordinates and maintains an integrated financial management system to provide the MWR Department with data which will contribute to the efficient and economical management of the department. Provides direct administrative and accounting functions of the department. Supervises and controls MWR accounting, central cashiering, reporting requirements, internal controls management, procurement, payroll, property management, budget, receiving, non-appropriated personnel and safety program. Maintains official ledgers and subsidiary records for all MWR funds available including Operating Target Funds (OPTAR). Ensures validity and accuracy of financial reports.

a. Administrative Branch (Code 90B1). Responsible for preparing all departmental reporting requirements, ensuring deadlines are met. Conducts studies of internal control procedures for the department making recommendations for corrective action as needed. Coordinates and manages department's computer security program ensuring policies are enforced and other requirements are met. Provides on site assistance to facilities in software program operations as needed. In coordination with AIS Department, acts as MWR point of contact for software and hardware purchases and repairs. Coordinates training requests and mandated training schedules for the department. Provides departmental property management, maintaining all classes of property records including processing of surveyed equipment and accountability for inventoried assets. Ensures all incoming assets are properly tagged and accounted for. Prepares adjustments to equipment and project listings as needed. Coordinates annual and semi-annual asset inventories. Provides recommended responses to audit findings. Manages MWR Safety Program in accordance with NAVOSH standards. Coordinates responses to any safety inspection deficiencies and acts as

28 FEB 1997

liaison to NASL Safety Office for the department. Ensures corrective action is taken as needed. Performs Receiving Agent functions for incoming appropriated fund orders. Provides personnel services for the department. Coordinates the submission of all appropriated fund personnel action requests including resignations, new hires, awards submittals, evaluation and reviews. Serves as advisor to the MWR Director and Deputy Director related to all facets of non-appropriated fund personnel management including hiring practices and disciplinary or termination actions. Maintains all non-appropriated fund personnel files. Manages Non-Appropriated Fund (NAF) benefits enrollments and injury claims. Writes positions descriptions and advises management of collection of data for various personnel related reports as needed. Prepares smooth drafts for department head signature. Maintains signature authorization files. Provides cash handling controls and oversight. Coordinates and maintains department training requirements.

b. Accounting/Budget Branch (Code 90B2). Establishes and maintains the general ledger subsidiary ledgers and all supporting documentation for MWR Department operating funds and including accounts receivable and accounts payable. Ensures accuracy of records and propriety of charges. Maintains all records for Restricted Cash and Construction in Progress. Reconciles figures monthly with MWR Maintenance Branch. Prepares all purchase orders for merchandise and services for the MWR Department. Compares obligations to budget and routes documents for approval. Reconciles telephone billings to telephone logs to ensure government lines are not being used for personal business. Prepares and distributes all checks for payment of merchandise and services received. Prepares daily activity reports to record distribution of all incoming non-appropriated funds. Manages departmental APF OPTAR. Prepares all OPTAR order documents for signature. Advises department heads of funds availability. Obtains status of orders when necessary. Assists division director in submission of annual NAF budget submission. Collects data and completes budget exhibits as assigned.

c. Payroll/Personnel Branch (Code 90B3). Performs timekeeping operations for the preparation of biweekly payroll for NAF employees of the department. Maintains all NAF pay, leave, tax, insurance, and retirement records. Processes all related personnel actions. Performs reconciliation of labor for accurate distribution of costs to each MWR activity. Prepares recommended audit responses to all payroll related issues. Distributes payroll checks and answer employee inquiries regarding their pay. Ensures payroll tax deposits are processed within deadlines. Files appropriated tax reports. Ensures distribution

28 FEB 1997

of year end employee earnings and tax withholding statements within established deadlines and ensures accuracy of data. Processes all Unit Allocation actions for all tenant or squadrons based ashore. Maintains unit share account balances ensuring accuracy of funds available. Orders, receives, and ensures payment for retirement flags for the station. Assists in preparation of the annual NAF budget for Unit Allocations. Coordinates collection of data from military units for the budget. Processes personnel actions for the MWR Department. Prepares non-appropriated position descriptions for approval and grading.

d. Central Cashiering Branch (Code 90B4). Maintains daily accountability of all MWR facility funds. Reconciles and verifies daily activity reports (DAR's) from each MWR facility on a daily basis. Reporting any discrepancies immediately to supervisor. Provides accountability of daily receipts.

3. Physical Readiness Division (Code 90C). Provides overall supervision and management of recreation facilities and leisure programs. Promotes and maintains the well-being, morale, and leisure pursuits of active and retired military service personnel, and their family members, and other authorized participants by offering diversified programs and recreation opportunities. Conducts ongoing monitoring and evaluating of facilities and programs to ensure sound operation, meaningful activities in compliance with directives and station policies. Review fiscal performance; conducts inventories and monitoring of cash controls. Develops recurring and special event programs; approves the use of the facilities and equipment throughout the department. Services and programs include: athletics and fitness, aquatics, indoor and outdoor recreation programs, mini-golf, driving range, batting cages and community programs.

a. Outdoor Adventure Center Branch (Code 90C1). The Outdoor Adventure Center provides high adventure outdoor activities that encourages physical fitness, teamwork, and develops lasting friendships. Supervises, maintains and organizes activities and programs that are supported with various Navy and community programs. Rents and or leases a variety of outdoor related equipment, motorcycle storage lockers, recreational vehicle storage spaces, automobile storage spaces, and manages and provides kennel oversight of stray animals aboard the station.

b. Athletic Branch (Code 90C2). Provides a wide variety of indoor and outdoor programming, instructing, monitoring, scheduling and equipment for 19 different Captains Cup events,

28 FEB 1997

open leagues, tournaments, and special events of all major and life time sports. Enhances the physical awareness programs, encouraging sportsmanship by offering the excitement of the competition. Numerous indoor/outdoor athletics courts, outside fields, running tracks plus gym facilities (with small retail operations), encouraging individuals and teams to stay physically fit. Provides covered picnic areas complete with BBQ's, horseshoes, volleyball and playground settings.

c. Physical Fitness Branch (Code 90C3). Programs and provides a wide range of daily instructional and aerobic classes along with personal fitness and bodybuilding training programs. Facilities include a full service weight room, aerobics room and work out areas. Some of the equipment include everything from free weights to universal high intensity treadmills, stairmaster, stair steppers, versa-climbers, rowing machines, life-cycles, Nordic trac, and treadwall. Administers the semi-annual physical readiness test and supervises the remedial Physical Readiness Training Program, maintaining required records and generating reports.

d. Aquatics Branch (Code 90C4). Three seasonal recreation swimming pools and one 50 meter year round lap pool make up the aquatics facilities. Included are also two kiddie pools, a 21 foot height/150 foot flange waterslide, sand volleyball and picnic areas. Summer programs offered include swimming lessons, aqua-robics, private pool parties, recreations swimming and special events such as the dive-in movies. Swim teams and basewide physical readiness training utilize the lap pool throughout the year as well as local community organizations.

e. Family Fun Center Branch (Code 90C5). Provides outdoor field facilities as well as a small snack bar, nearby batting cages provide four coin operated batting cages for all ages, featuring both softball and baseball for individual or group usage. Driving range which provides year round opportunity to practice a wide variety of golf shots. A 18-hole mini-golf course complete with numerous obstacles, props and winding turns open to all ages.

f. Tailgates/Single-Sailor Recreation Center Branch (Code 90C6). Provides a wide range of indoor amusement machines and billiard tables, table tennis, shuffle board, fooseball, videos, numerous TV's, and special promotional events featured in a sports theme atmosphere for every enthusiast. Outside areas

28 FEB 1997

features two half-court basketball areas, sand volleyball courts, barbecue facilities, recreational swimming pool, and spa complete with a gazebo. Providing scheduled events and programs geared toward the Single Sailor.

g. Custodial Branch (Code 90C7). Provides overall supervision and management of custodial staff responsible for daily sanitation and cleanliness of offices, storerooms, corridors, recreational areas, club facilities, youth and child care facilities, throughout the department.

h. Facility Maintenance Branch (Code 90C8). Responsible for the complete coordination and design criteria, planning and construction projects and maintenance management of all facilities assigned to the MWR Department, including administering and supervision performance of work to keep building and capital equipment in good repair. Designs and supervises construction projects, planning and coordinating the maintenance staff priorities. Maintains records of status of facilities including special and MILCON Projects pertaining to the department, participating in pre-design development of projects and reviews. Acts as the departments liaison to the Public Works Department and Resident Officer in Charge of Construction for coordination and accomplishment of facilities, maintenance, repairs and construction.

i. Bowling Center Branch (Code 90C9). A twenty lane facility providing organized league bowling, recreational bowling, tournament, and other special events. Complete with automated scoring system on all lanes. Also offering a snack bar, attended bar, and a mini pro-shop for all bowling supplies. Other interests in include video games.

j. Single Sailor Program Branch (Code 90C10). The Single Sailor Program is designed to support the young unmarried military person with programs, events, entertainment, and leisure skills development within the MWR scope. Most MWR facilities are used during the year for a variety of programs.

k. Veterinarian Clinic Branch (Code 90C11). Provides scheduled on-station veterinary services for per immunizations, examinations and treatment for the benefit of military and their family members. The clinic is complete with two examination/surgical rooms and offers patron pet boarding for cats and dogs.

28 FEB 1997

4. Child Development/Youth Services Division Branch (Code 90D).

Provides accredited early childhood programming that offer the highest quality of care for children ages six weeks to five years. Offers programs such as full-time care, and part-time preschool classes. Programs are developmental in nature, offering varied age appropriate learning, and growing experience activities for the children. Daily curriculum is planned to reflect the CDC's philosophy and goals for children. Also acts as the department liaison with all station special interest groups.

a. Child Development Center (CDC) Branch (Code 90D1).

Provides accredited early childhood programming that offers the highest quality of care for children ages six weeks to five years. Offers programs such as full-time care, and part-time preschool classes. Programs are developmental in nature, offering varied age appropriate learning, and growing experience activities for the children. Daily curriculum is planned to reflect the CDC's philosophy and goals for children.

b. Family Child Care Branch (Code 90D2). Ensures quality childcare services in a home setting along with certified and professionally trained providers. It is also designed to certify, train, monitor, support and provide guidance to providers. FCC is an extension of the CDC and supplements the center-based care. Children of military and DOD civilian personnel ages six week to twelve years are eligible for care. Child care is open to drop-in, part-time and full-time basis. In addition to this, FCC home also provide evening, weekend, extended hours, mildly ill and special needs care.

c. Youth Activities Branch (Code 90D3). Provides the youth of military and DOD civilian personnel ages five years to eighteen years opportunities to engage in a variety of age appropriate recreation programs activities and provides recreational alternatives to support the Navy's mission. A wealth of creative, fund, and supervised youth activities are available including before and after school care with supervised activities, time for homework and transportation is provided to and from school; Day Camp with supervised activities offered during winter, spring and summer breaks; pre-teen and teens programs providing an environment that encourages youths to socialize, play sports, accept responsibilities and challenges to become well-rounded adults; sports programming offered on a six to eight weeks rotation basis which is run by volunteer parents through the Youth Activities Branch; activity classes offering tumbling, dance, crafts, cooking, etc.

28 FEB 1997

7. Community Activities Division (Code 90E). Provides overall supervision and management of community facilities and leisure programs. Conducts programming and event planning for department wide functions throughout the year. Provides social and recreational dining facilities including entertainment for military and civilians aboard the station. Controls all aspects of the clubs and retail services including beverage, food services, Bowling Center, Auto Hobby Shop, and the Recycling Center. Provides support to all MWR facilities through contracting with live entertainment for scheduled events held in MWR facilities and outdoor areas including clubs, theater, Physical Readiness Division, and Youth Division. Provides oversight in securing commercial sponsorship for MWR programs.

a. Earthcare Recycling Center Branch (Code 90E1). Provides a comprehensive station-wide program to recycle aluminum, paper products and wood in an effort to divert solid waste from landfills. This program includes pickups from residential housing areas, office spaces and the operations areas of the station. All proceeds from the program are used to improve the quality of life programs aboard the station.

b. Auto Hobby Shop Branch (Code 90E2). Provides a fully equipped hobby center with lift stalls available for military personnel to self maintain their vehicles. Also offered are resale items, technical assistance and special training programs.

c. Officers' and Chief Petty Officer's Club Branch (Code 90E3). Provides a full catering program that ranges from Change of Command ceremonies to catered wedding receptions. Offers a twice weekly buffet lunch and an evening social atmosphere.

d. Squigglee's Enlisted Club Branch (Code 90E4). Provides recreational and social activities for enlisted members and their families. Offers an all-hands daily lunch program in the Squigglee's Rock and Roll Cafe. Provides a wide variety of entertainment for both military and DOD civilians.

e. Theater and Event Center Branch (Code 90E5). Provides leisure movies four nights a week to military personnel and family members. The facility also serves as an event center for live acts and entertainment with seating capacity of 1,000, full dressing rooms and back stage areas. Uses also include local community events such as beauty pageants, school graduations, etc.

28 FEB 1997

f. Craftech Hobby Center Branch (Code 90E6). Provides a full service craft hobby center for leisure skills development and enjoyment for military and their family members as well as DOD civilians. The center features ceramics, hobby resale, pottery, stain glass, framing and classes covering a variety of hobbies.

g. Library Branch (Code 90E7). The Library offers patrons over 20,000 books and magazines for both reading enjoyment and scholastic studies in a quiet and professional setting.

h. Marketing Branch (Code 90E8). Provides departmental support with professionally designed advertising material, flyers, newspaper stories, commercial sponsorship as well as targeted program promotions for all department events.

i. Information, Tickets and Tours (ITT) Branch (Code 90E9). Provides station personnel with scheduled tours supported by a 47 and a 32 passenger bus to locations throughout California and Nevada. Charter and special custom designed tours allow groups to plan squadron club group trips for both military members and DOD civilians. Also available through ITT are tickets to theme parks and attractions throughout California.

j. Contract Oversight Unofficial Travel, Lewis Travel Service Branch (Code 90E10). This is the department's contracted travel agents providing a full travel service such as airline, bus and train ticketing.

k. Y-Comm Branch (Code 90E11). Provides base patrons with high quality cable TV and phone services through a contracted vendor supervised by MWR.